

# CLUB SPORTS HANDBOOK

2021 - 2022



DEPARTMENT OF RECREATION

SHIPPENSBURG UNIVERSITY

[www.ship.edu/recreation](http://www.ship.edu/recreation)

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

[www.ship.edu/recreation](http://www.ship.edu/recreation)

 @shiprecreation

## CLUB SPORT INTRODUCTION

The Shippensburg University Club Sports Program provides opportunities for students to participate in competitive sports activities. Each club is formed and governed by students within guidelines established by the Shippensburg University Student Government Association (SGA) and the Director of Recreation. Within this framework, the focus and programming of each club will vary with the dynamics of student leadership.

Individuals participating in club sports do so voluntarily and retain full responsibility for risk or loss, property damage, or personal injury that may be sustained as a result of involvement in club activities. Each participant is required to verify health/medical insurance coverage and must complete a Club Sports Release and Indemnity Agreement prior to involvement in any club related activity. It is strongly recommended all club members have an annual physical examination.

This handbook should serve as a guide for advisors, student leadership, club membership and volunteers. All club members are instructed to review policies within this document and those listed in the Swatanev.

### CONTACT INFORMATION

#### Department of Recreation:

**Melissa Hazzard – Director of Recreation**

mphazzard@ship.edu

717-477-1755 | ShipRec 102

**Dylan Curtis – Club Sports & Special Events GA**

rec@ship.edu | 717-477-1755 | ShipRec 101

#### Student Services, Inc. (SSI) Fiscal Office:

**Adria Long – Executive Director of SUSSI**

allong@ship.edu

717-477-1123 ext. 3253 | CUB 206

**Dena Baer – Accounts Payable**

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

#### Student Government Association (SGA)

CUB 201 | 717-477-1651

**Chris Higgins – SGA VP of Student Groups**

sgavpstudentgroups@ship.edu

**Lisa Laughlin – Administrative Assistant**

ljlaug@ship.edu

### CLUB SPORT DEFINED:

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

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

### INSTITUTING A CLUB SPORT:

- ◇ See, "Student Groups and Activities Handbook" provided by SGA.
- ◇ Club sport programs must be approved and recognized by the Athletic Committee of the Shippensburg University Athletic Department.
- ◇ The charter must be approved by the SGAC of the Student Association. The SGA must give final approval for a sports club to be officially recognized.

A list of current organizations are listed in CampusGroups. Requests for formation of new student organizations should be addressed to SGA.

## CLUB SPORT INTRODUCTION & ELIGIBILITY

Club Sports must follow all of the guidelines in the Club Sports Handbook and have completed all of the Club Sport Compliance documents as stated in the Club Sports Handbook, SGAC Guidelines, or distributed by the Department of Recreation, SGA Vice President of Finance, or SUSSI Exec Director.

### ELIGIBILITY FOR CLUB SPORT PARTICIPATION:

- Must be currently enrolled undergraduate students by the club constitution and meeting the requirements of the applicable sanctioning body,.
- Must complete the Club Sports Release and Indemnity Agreement through the Department of Recreation Portal on CampusGroups, inclusive of proof of personal insurance. This form must be processed by the department prior to participation in any club related activity. It is the participant's responsibility to update the information.
- A list of approval members/rosters will be provided to club leadership.

#### 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.
- Sports Medicine is responsible for the healthcare of each student-athlete within the recognized NCAA athletic programs in the Department of Athletics. An individual participating in any recreational, club sport or intramural activity does not have access to Sports Medicine and should seek medical care and advice from the on campus Etter Health Center.
- 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. 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 notification is received from the Department of Recreation, that processing of the required documentation 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 the department.

## BUDGET & EXPENDITURES



- Budget & Finance Committee Standing Rules:  
<https://ship.campusgroups.com/sga/budget-forms/>
- All funding requests for Club Sports, including Expenditure requests, Capital Budget Funding, and Additional Allocations must be approved and signed by the Department of Recreation, or their liaisons as approved by the SUSSI Executive Director, before being submitted 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 need 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.

**Capital Budget Funding:** One time, Long term supplies/equipment purchases are considered capital budget items that must be submitted alongside each year's annual operating budget, to be turned into the Department of Recreation at season's end. Funding for such items are at the discretion of the Department of Recreation, the Budget & Finance Committee, and SGA.

**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 more than one penalty is imposed on the club during the regular season. Organizations must submit tournament results to the SGA Vice President of Finance and the Department of Recreation.

**Additional Allocation:** Requests for additional funds may be made at any time after the fiscal year budget has been passed, and through the proper channels. See "Additional Allocation Request Form."

### **Fundraising:**

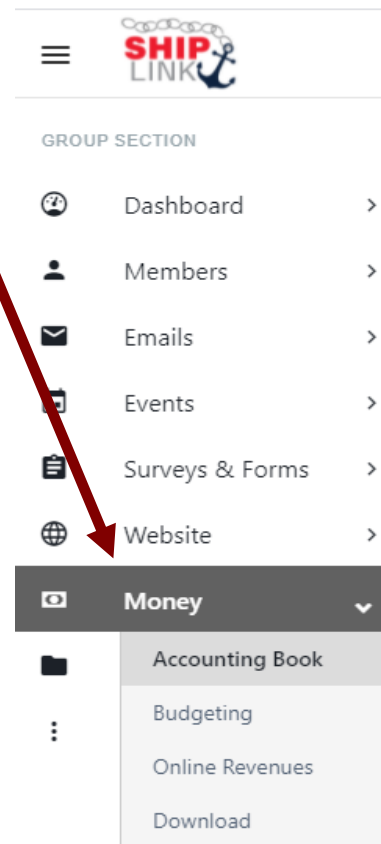
- Fundraising application found at [Ship.campusgroups.com/fundraising-application/](https://ship.campusgroups.com/fundraising-application/)
- All fundraising income must be deposited in an Agency Fund Account (AFA) with SUSSI.
- Please see Adria Long in the SUSSI office regarding information on AFAs and PayPal cashless payment options.

### **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 Adria Long in the SUSSI Office. She is the only individual authorized to sign a contract on behalf of a club sport program.
- Any possible contracts should be submitted to Adria 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 left side of screen.
- Monitor SGA allocation and Agency Fund Account (AFA) with Dena Baer, SS 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. Ensures 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 SSI Fiscal Office.
- Pays officials and obtains invoice and W-9s as required by the SSI Fiscal Office.
- Acquires SGAC permits for events and all fundraising activities on CampusGroups.
- Provides Department of Recreation with an inventory of all items purchased with SGA operating funds for summer storage, prior to spring finals week. As these items belong to the club and SUSSI, the Department of Recreation will collect and store these items.
- 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.





## 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 and advisor. If an organization has a fully spent operating budget when a penalty occurs, payment must be made within two weeks or a club may be suspended from recognition. In the event an operating budget is exhausted for the current fiscal year, the assessment may be applied to the future budget allocation.

- *\$50 per failure to submit required forms by specified deadline. An additional \$10 per business day late fee will be assessed for each additional day late.*
- *\$50 per occurrence for each club when an individual participates in physical activity (practice or game) without a waiver being approved by the department, and club president being notified.*
- *\$75 per travel itinerary not submitted prior to the deadline determined by the department.*
- *\$50 per each roster check missed. An additional \$10 per business day late fee will be assessed.*

If a club sport is penalized more than two times, they may lose their recognition and be suspended from club activity for the remainder of the semester or school year by a 2/3 vote of SGA.

Clubs cannot incur expenses under SU without a Student Association Operating Budget.

## ROSTER CHECK

- The Department of Recreation will meet bi-weekly or as needed with club sport leadership for the completion of a Roster Check.
- Completed by a minimum of two club officers in ShipRec. All officers are encouraged to attend roster checks and may invite club members to join but two officers are required in attendance.
- Calendar of roster check dates will be provided by the department. It is suggested that all officers attend roster checks throughout the year to have a working knowledge of club functionality.
- Club leaders are expected to provide a hard copy list of individuals considered to be club members. That list will be compared to the list maintained by the department as determined by the submittal of complete club sport waivers.
- CampusGroup membership list should exactly reflect the list of approved waivers received from the department/designee.
- Club leaders should possess a thorough knowledge of practice and competition schedules and be prepared to provide updates as needed.
- Submit event results which were not submitted within the 48 hour deadline.
- Will sign a statement verifying all injuries have been reported through submission of an injury/incident report within the required 24 hour period. This verification may expose the individual and officers to liability if found not to be factual.
- May be required to verify other statements.
- Verify only volunteer involvement is by individuals that have received verification of approved background clearances.

## 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 status as a recognized student organization through CampusGroups.
- Educating all members and prospective members, of SGA and University policies and procedures regarding conduct and facility usage.
- Assuring that no individuals engage in any activity until the Club Sports Release and Indemnity Agreement is properly completed and notice is provided to the club leadership by the Department of Recreation.
- Attending trainings/meetings as requested by SGA and the Department of Recreation.
- Communicating home facility requests in format requested by the Department of Recreation - typically will include either email submittal, or direct submittal into EMS (events.ship.edu), as well as physical support for hosted events no less than 10 business days prior to the event in order for the department to prepare work request.
- Maintaining a current membership list through the Department of Recreation. Membership list is generated by the department from completed Club Sport Release and Indemnity Agreements. The representative for roster check must have complete knowledge of the roster.
- 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 Department of Recreation Incident Report within 24 hours of any injury/incident relating to practice or participation (In CampusGroups Recreation Portal or onsite at the ShipRec entrance desk).
- Implementing "blood policy" during practice or competition.
- Submits eligibility verification as requested by appropriate sanctioning bodies.
- Submits Club Sport Result Report to the Department of Recreation within 48 hours of the event. (Located on the CampusGroups Recreation Portal).
- Verifies that club sport volunteer coaches have submitted all required volunteer forms and have been granted clearance by SU Office of Human Resources through the Department of Recreation.
- Verifies, subject to audit by the Department of Recreation, that all those providing club transportation are licensed drivers.
- Submits documentation of sanctioning body request for academic records to SU Registrar, when mandated as a condition of advancement to post-season competition or academic recognition.
- Assures all organizational references use "Club" as an identifier.
- 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 faculty or staff members at Shippensburg University.
- Must sign the Advisor Contract provided by SGA.
- The advisor is not required to attend all club functions, but should attend the initial organizational meeting and the final meeting of the academic year.
- Must be aware of club activity schedule.
- Should provide guidance to club leadership to ensure local, state, and federal laws are followed and University guidelines are applied.
- Club advisors should be the constant which promotes stability within the club as undergraduate leadership changes from one academic year to another.
- Must provide an authorization signature on documents required by the SGA.
- May not make any agreement, contract or financial transaction with any agency as an agent of Shippensburg University, or the Shippensburg University Student Services, Inc.
- 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 there is a decision is made to no longer fulfill the role of the club advisor.

## **GUIDELINES FOR CLUB SPORT VOLUNTEER COACH**

- Club leadership must report anticipated 21-22 volunteer candidates to the Department of Recreation.
- Any individual interested in providing volunteer support to a club sport program, must have a background check on file with the Department of Human Resources.
- Volunteer coaches may not participate in club activities until background checks are completed and authorization is given by the Department of Recreation.
- 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
- 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 SSI 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 INFO FOR VOLUNTEER COACHES

- Any/all volunteers will need to submit a completed **Volunteer/Contractor Form 2019** ([www.ship.edu/hr](http://www.ship.edu/hr)).
- Individuals identified as volunteer coaches, who completed the background checks, and provided associated documentation to SU Human Resources within the last 5 years, are not required to repeat the background check procedures.
- Individuals with current background checks secured by another agency may provide that document to SU Human Resources for consideration. Document must be provided to Human Resources directly from the applicant. 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 Institutional Guide establishes official policy and standards for use of the University marks for design and text of items using University logos, signatures, and registered trademarks, including supplemental marks such as Raiders, SHIP, and SHIP Happens. Additional rules also apply to any commercial or promotional use of the logo, text or name of the university. These standards are in place to ensure communications from every college, department, office, and student organization speak with a clear and uniform voice, best representing Shippensburg University at all times. The marks are registered trademarks of the university and this guide will provide information as to proper usage of the material.



Members of the campus community who are purchasing items with university names and/or marks must do so from a licensed vendor as these marks are the exclusive property of Shippensburg University. If you would like to purchase any item using university indicia (name and/or marks), select a licensed vendor and follow the procedures for purchasing.

The Shippensburg University Institutional Guide, licensed vendor list, and procedures for purchasing, are available at: [https://www.ship.edu/news/intranet/logo\\_usage\\_guidelines/](https://www.ship.edu/news/intranet/logo_usage_guidelines/).

The Office of Communications and Marketing is responsible for ensuring the correct use of all university marks. For more information or for logo approval, please email [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 varsity athletics use only. Please email 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 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 Fundraising Application, must take place before any fundraising activity. Design of casual apparel should include "Club" as an identifier, while competition garments do not. Game and casual garments may include any design consistent with the requirements found within the Institutional Identity Guide and approved by the Office of Communications and Marketing.

## 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.
  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/)

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

<https://ship.campusgroups.com/sga/swataney-student-handbook/>

### STUDENT CODE OF CONDUCT OVERVIEW

The student conduct program within the Office of Student Conduct supports this endeavor through policies that balance the freedom of the individual student with the interests of the academic community, and procedures that apply these policies in a prompt, equitable, and consistent manner.

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.

Alleged violation of the policy 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, may result in adjudication by the University Judicial System in addition to immediate disciplinary action imposed by staff members reporting to the Department of Recreation.

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.

## ANTI-HAZING POLICY

Anti-hazing Policy Originating Office: Office of the Vice President for Student Affairs

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

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

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

### Definitions:

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

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

Organization - Includes any of the following:

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

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 call the Dean of Students at 717- 477-1164.

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

#### Sanctions:

Possible sanctions for a student include, but are not limited to:

- Imposition of fines;
- The withholding of diplomas or transcripts pending compliance with the rules or payment of fines;
- The imposition of probation, suspension, dismissal or expulsion.
- Possible sanctions for an organization include, but are not limited to: Imposition of fines;
- Rescission of permission to operate on campus or other University property;
- Rescission of permission to operate under the sanction or recognition of the University.

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

#### Reporting Hazing Activity:

All reports of hazing are taken very seriously. If you have been hazed, have witnessed hazing, or suspect that someone you know has been hazed, you can report such information confidentially via [our website](#) or by phone to University officials. If you wish to speak to someone directly, please contact the Dean of Students at 717-477- 1164. If the situation requires immediate attention and/or an individual's safety is at risk, please contact the University Police Department 717-477-1444, or 911 if off-campus.

## Is this hazing?

If you're not sure whether or not something happening to you or to someone else is hazing, ask yourself these questions:





## HAZING REPORT FORM:

Shippensburg University strongly encourages prompt reporting of hazing. To report an incident of hazing, please use the online reporting form:



## TRIP ITINERARY FORM

<https://cglink.me/2et/s51806>



- Club sport programs are required to complete the Trip Itinerary form for any competition travel.
- Travel for practices may be covered with one single form indicated 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 8am on the last business day before competition.
- Any changes in travel plans, or persons traveling, which occur after the travel forms have been submitted, should be reported to the Department of Recreation before departure via telephone (717-477-1755) or e-mail at [rec@ship.edu](mailto:rec@ship.edu).
- Any transportation issues taking place during travel (car accident, etc.) should be reported to the Director of Recreation.

## INJURY/INCIDENT REPORT FORM

<https://cglink.me/2et/s19596>



- Club leadership are 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 Director of Recreation.

## RESULTS REPORT

<https://cglink.me/2et/s19594>



- 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.