

FY 2012 Member Policies & Procedures

A. General:

1. All policies are enforced during all operating hours.
2. Misconduct or violation due to failure to follow facility policies may result in ejection, suspension, or cancellation of membership from the Rec Sports and/or referral to the Prairie View A&M University Department of Public Safety and/or Student Judicial Review.
3. **Students, Faculty/Staff MUST present a valid Prairie View A&M University ID card to be enter.**
4. Individuals improperly accessing the facility will have false identification confiscated and/or are subject to suspension of REC SPORTS privileges.
5. Alumni visiting the campus at Homecoming, and/or other special occasions, as determined by Recreation Sports Director, will be allowed use of the facility at no cost during posted hours by presenting their official Prairie View A&M University Alumni Association ID.
6. Alumni visiting campus without the official PVAMU Alumni Association card, may still access Rec Sports by paying a \$5 guest fee at the Cashier's Office. Present the receipt and presenting a valid state issued ID.
7. Solicitation for entry, goods and/or sales is strictly prohibited.
8. Alcohol, non-prescription drugs and tobacco products are NOT permitted.
9. Injuries, accidents or equipment failures must be immediately reported to Recreation Sports staff.
10. Recreation Sports is not responsible for lost or stolen items.
11. Please consult a physician prior to engaging in physical activity. Recreation Sports is not responsible for accidents or injuries that occur due to the nature of the activity.

B. Guest Passes:

1. Any community person MAY NOT use the facility during Rec Sports hours of operation.
2. University departments wishing to sponsor a guest or group must contact the Member Service Office a minimum of 48 hours prior to visit date for payment arrangements at a \$5 per person.

C. Lockers:

1. Food and drink are prohibited in locker rooms.
2. All lockers are for temporary use only. Lockers must be cleared each night. Items left will be cleared and kept for two weeks and then given to charity.
3. Fitness size towel service is at no cost to all members; shower towels are available at Equipment Service and should be returned to a towel return bin.
4. The REC SPORTS is not responsible for items left in lockers when locks are removed.
5. Locker room etiquette only permits children under 4 of the opposite gender to enter locker rooms and shower areas.
6. Day use access is available with use of a personal lock. Items stored without a lock are stored at owner's expense; Rec Sports will not assume any liability and/or fault for any lost or stolen items.

D. Equipment Checkout :

1. Members may checkout Informal recreation equipment on a first come, first serve basis.
2. The person checking out the equipment must be the PVAMU ID card holder to checked out equipment.
3. Damaged/Stolen/Lost Equipment
 - a. A fee is assessed at the value of the equipment for any equipment damaged or lost.
 - b. Patrons may either immediately pay for the damaged or lost piece(s) of equipment or return within three days to pay the bill.
 - c. **There is a \$1.00 per day service charge assessed for equipment(s) not returned on the same day of checkout.**
 - d. If payment is not received within three business days, access privileges will be suspended until payment is received and/or payment arrangements are confirmed through posting balance on student account.

E. Activity Areas:

1. Recreation Sports programs have priority of usage over informal recreation use during operating hours.
2. The PVAMU Rec Sports has a non-smoking/tobacco/alcohol/drug policy for any facility it occupies.
3. No food or drink will be allowed on gym courts. Other activity areas may have closed/sport/push top plastic containers.
4. Only non-marking athletic shoes are allowed on any hardwood floor. No hard sole shoes allowed.
5. Personal belongings are not permitted in activity areas and must be kept in a locker.
6. Courts are prioritized for informal recreation in sports of basketball, volleyball, and others.

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7. Requests for volleyball and badminton equipment set-up will be accommodated when possible
8. Food and non-alcoholic drinks are NOT permitted.
9. Clinics and services offered by Rec Sports require train/certified verification. Individuals not employed by the REC SPORTS MAY NOT provide personal instruction of any kind in the facility without written permission from Recreation Sports Director.

F. Aquatic/Nix Pool

1. Emergency alert system – 3 whistles. For everyone's safety, patrons must clear the pool IMMEDIATELY.
2. Lifeguards have the right to remove anyone for behavior that is deemed either unsafe or inappropriate.
3. Lifeguards have final authority on all matters concerning safety and emergency situations in all Recreation Sports aquatic facilities until relieved by proper authorities.
4. The use of the pool is prohibited unless supervised by an authorized lifeguard, coach or instructor who is present at all times.
5. An adult must supervise children younger than 16 years of age at all times. It is the discretion of the lifeguard how closely or directly the parent should supervise the child (e.g. on deck, in the water or holding the child).
6. Non-swimmers may not rely on the use of flotation devices except when directly supervised by a proficient adult swimmer or authorized instructor.
7. Individuals who cannot swim are only allowed in the shallow end
8. Patrons are encouraged to shower before entering the water.
9. Running on the pool deck is not permitted.
10. Diving is prohibited.
11. Proper swim attire is required. No street clothes, cut offs, denim shorts, or thong bathing suits are permitted in the pool area.
12. Gum and band-aids must be deposited in the trash cans before entering the water
13. Inner tubes and rings are not allowed for use by non-swimmers. The Pool Staff will provide a complimentary certified lifejacket to anyone who requests one. All other flotation devices are strictly prohibited.
14. Glass containers are not allowed in the aquatic facility or outside patio.
15. Food and drink are not allowed in the aquatic facility
16. No running on the deck
17. No pushing, shoving, excessive horseplay, or inappropriate behavior is allowed.
18. No diving into the shallow end of the pool.
19. No hanging on lane ropes or rails
20. Backward dives and flips are not allowed
21. During peak hours, pool patrons must share lanes. We suggest using circle-swimming method (see diagram in pool area).
22. The pool will be cleared for approximately 30 minutes in cases of bad weather (lightning strikes, tornado warnings, etc).

G. Circle Swimming and Lane Designation

1. Half of the pool is designated for lap swimming and half is for open recreation.
2. Speed designation signs may be placed on the deck to help encourage proper lane line usage in the lap swim lanes.
3. The lifeguard should only assign lanes when it is no longer safe or when swimmers request assistance.
4. Lanes with 3 or more swimmers must swim in a circular manner.
5. When an aquatic program is in the pool (such as water aerobics or group swim lessons), they have exclusive use of the open recreation lanes. If the class is small, they may choose to use a smaller portion of the pool.

H. Gym Courts:

1. One court in the gymnasium will be designated for multi-purpose activities of half court basketball, volleyball, etc. Requests for volleyball equipment set-up during alternate times will be accommodated when possible and on a first come/first served basis.
2. Hanging on basketball rims or nets is not permitted.

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3. Take downs when basketball court volume is high...A 25 minute limit is effective.
4. Do not remove any equipment set-up on courts. Ask the Rec Staff for assistance with equipment set up or removal.

I. Outside Track, Tennis Courts, Flag football fields:

1. Prairie View A&M University Athletic Teams have exclusive use of the track and tennis courts. Please see posted signs for specific Rec Sports member use times.
2. Use of the flag football field is subject to reservation procedures (See article N)

J. Racquetball Courts #1:

1. Court will be available first come/first served. One hour maximum use.
2. All racquets are physically check for damage prior to/after each checkout.
3. Fees will be assessed for any racquet/eyewear returned with damages.
4. **Racquetballs are "FOR SALE" item due to the non-reusable shelf life after play.**
5. Personal racquets must have protective racquet guards.
6. Protective eyewear is available & required to play.
7. Shirts and closed-toe, non-marking athletic shoes are required.
8. Use is limited to one hour per game.

K. Strength & Aerobic Conditioning (SAC) Rooms #5-6:

1. Individuals are responsible for their own health and safety. For your safety, please follow all posted notices regarding SAC policies.
2. Fitness towels are required to use any equipment.
3. Machine wipe down towels are available to wipe fitness equipment down after use as a courtesy and hygiene maintenance to other members. Please return dirty towels to appropriate towel bins after use.
4. No one under 16 years of age may enter the SAC at any time.
5. Shirts and athletic shoes must be worn at all times. No sandals (open-heeled or open-toed) permitted.
6. No denim, leather, and/or restrictive clothing permitted.
7. Water permitted in closed/sport/push top plastic containers only. You may visit the Proshop to purchase an approved container.
8. Please adhere to 45 minute rule when patrons are waiting to use equipment.
9. Do not drop weights from any height to floor as weights may break.
10. Do not lift free weights near windows or mirrors.
11. Keep hands and feet clear of moving parts while using machines.
12. Never put hands or feet under weight stakes.
13. Place hands and feet only on hand grips and footrests provided.
14. Free weights must be returned to their proper place after use.
15. Do not operate or attempt to repair machines with loose or damaged parts. Notify REC SPORTS staff.
16. Personal bags are PROHIBITED into SAC. All bags, books, and large items must be stored in a locker.
17. Certified Personal training is an available service offered by the REC SPORTS. Individuals not employed by REC SPORTS MAY NOT personal train in the facility.

L. Group Fitness Classes Rooms 2 & 4:

1. Participants are highly encouraged to arrive to class on time. Late participants may be denied entry to class, at the instructor's discretion, due to the importance of a sufficient warm-up period.
2. It is highly recommended that participants stay for the entire Group Fitness class to ensure participation in the proper cool-down phase of class.
3. All group fitness class participants must be 16 years of age or older.
4. Soft-soled, closed-toe athletic shoes are required for all cardiovascular and resistance training classes. Hard-soled, closed-toe athletic shoes or cycling shoes are recommended for all spinning classes. Shoe removal may be appropriate in Yoga and flexibility training classes, at the instructor's discretion.
5. Towels are required for all classes.
6. All equipment must remain in the studios and must be returned to its proper location after use. Equipment from other areas may not be brought into the studios. All equipment should be used for the manner for which it is designed.
7. To enter a class, participants must wait outside of the studio until the instructor allows everyone inside. Participants may not save spaces in line for friends.

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8. Class entry is on a drop-in basis and will be open on a first-come, first-served basis.
9. Class size is limited to 8 participants in spinning classes.
10. Spin bikes are **NOT AVAILABLE** for individual use and may only be used during Rec Sport scheduled class times.
 - a. See door signage for specific policies for participation.
11. Recreation Sports reserves the right to cancel any class on the basis of low attendance.

M. Wellness Niche:

1. The Wellness Niche located adjacent to the Equipment Checkout Desk. It contains the latest wellness and fitness resources available for check-out and/or free pickup handouts any to enjoy.

N. Facility Rentals/Reservations

1. Rooms inside the facility can be rented on an hourly basis. There are established rental rates for student organizations, faculty/staff departments, and/or Community groups.
2. Please contact Student Activities to schedule your reservation request.
3. A confirmed rental application along with associated fees if any must be satisfied prior to the reservation.
4. During Recreation Sports hours of operation any visiting department, organization, and/or individual MAY NOT INTERRUPT any Rec Sports services.
5. Contact the Director of Rec Sports at 936-261-9367 a minimum 48 hours prior for approval. All inquiries must be emailed to recsports@pvamu.edu Monday-Friday 8:30am-5pm.

O. Telephones:

1. The Rec Sports main phone line is NOT available for customer use.

P. Lost, Stolen & Found Items:

1. Any item turned in as lost/stolen will be recorded in the lost and found log at the Equipment Checkout Desk.
2. Items small in size such as wallets, cell phones, keys, jewelry will be stored in Member Services these items may be claimed during regular business hours of M-F 9:00am-5pm.
3. Items large in size such as backpacks, clothes, equipment, books, etc...may be retrieved at the Recreation Programs/First Aid desk any time the facility is open.
4. The claimant must make a positive identification.
5. Lost items that have been held for two weeks will be donated to charity.
6. The owner of a stolen item should report the theft to the Facility Supervisor, who will immediately complete an incident report and contact the Department of Public Safety.

Q. Patron Disciplinary Policy

When a patron has violated a Recreation Sports or University policy, s/he is subject to disciplinary action. Examples of offenses include, but are not limited to: false use of identification, destruction of property, theft of property, trespassing, aiding or abetting, verbal or physical harm inflicted upon an employee or patron. Patrons are responsible for their children's' and/or guests' conduct and any damage to or loss of property that may result in their guests' actions. Disciplinary action may result in the loss of guest or membership privileges.

Procedure for reporting a violation:

1. Contact the Facility Supervisor or nearest staff member.
2. The Facility Supervisor will use discretion when approaching the party involved.
3. If necessary, Public Safety and/or Student Affairs Office will be called.
4. The incident and/or accident will be documented by the Facility Supervisor.
5. The assigned Prostaff will follow up by contacting individuals involved and will render a decision based on all available information.
6. If the incident involves a student, the Associate VP of Student Affairs will be contacted and educational sanctions will be administered.
7. All documents will be filed and used in case of future infractions.