

STUDENT RECREATION COMPLEX POLICIES AND INFORMATION 2014 - 2015



Welcome to the SRC!

Along with opportunities to stay physically active, develop healthy lifestyle habits and grow social circles with a variety of people, the SRC aligns with the mission of Student Affairs to help complete the development of students by offering a variety of opportunities in leadership through employment and participation. The SRC staff hopes you will take advantage of all of the opportunities offered to help you develop into the best you can be.

Vision

Our focus is to assist in the development of the individual physically, mentally and emotionally through active participation. The SRC is the focal point for recreational opportunities at California State University, Stanislaus. Our staff believes that physical activity plays a vital role in the development and maintenance of a "healthy, well-adjusted" individual. The activities available are a means to educate participants, provide opportunities for group and individual competition, provide opportunities for social and personal interaction between students, provide guidance in the area of health-related fitness, and to provide student leadership opportunities.

The SRC has established a Code of Conduct for all participants to establish a friendly and inviting environment. Your cooperation is appreciated in creating a healthy and positive environment.

StanReC

**Fitness Center ~ Intramurals
Outdoor Adventure ~ Fitness**

(209) 667-3705

www.csustan.edu/stan-recreation

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Participant's Code of Conduct

Participation is a privilege. By entering the facilities, all participants agree to adhere to the following Code of Conduct:

Participant expectations:

- Treat the SRC staff and facilities with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all participants and staff.
- Adhere to the rules and policies set forth by the SRC staff and the University.
- Act in a safe, responsible manner regarding you, others, the equipment and the facilities.

Participants engaging in inappropriate behavior or violating SRC/University policies may be subject to having their participation privileges revoked and could face university disciplinary action.

Assumption of Responsibility

The following applies to all SRC facilities and programming:

Neither CSU Stanislaus nor the SRC accepts any responsibility for ill health or injury sustained while participating in any of the SRC facilities. No medical or ambulance expense incurred by a participant will be paid by the Department or by the University. Participation is on a voluntary basis. Use the facility at your own risk. Participation in any physical activity involves inherent risk and even when safety precautions are utilized, injuries and accidents can occur. It is recommended that all participants undergo a prior physical examination and carry some form of health and accident insurance. CSU does not provide personal health or medical insurance for participants. If an injury does occur, it should be reported to the nearest SRC staff member. In the event that blood is involved in an injury, that person cannot continue to participate until the wound is properly cleaned and dressed. Any clothing with blood should be removed.

General Information

The SRC, as a whole, provides a wide range of activities to meet the recreational needs of a diverse campus community. General information and staff members can be reached by calling the Welcome Desk at 209-667-3705. Additional information and updates may be obtained from the website www.csustan.edu/src.

Contact Information

Main Line, 209-667-3705
Dan Houlden, Director
Victoria Ramirez, Administrative Support Assistant
Robin Embry, Recreation Specialist
Joshua Levesque, CSCS, Fitness Coordinator

Mailing address:
Student Recreation Complex
CSU Stanislaus
One University Circle
Turlock, CA 95382

Facilities

The SRC's Fitness Center offers many activities to help students achieve the benefits of a healthy lifestyle. This facility houses a Personal Fitness Room with pin select stack weight machines, free weights and cardio equipment. The Group Ex Room and Rec Court offer spaces for a variety of activities and the changing rooms offer day locker usage to participants.

The Warrior Stadium Complex and Soccer Training Complex serve the needs of the Athletics Department for team operations and camps. The track is also available for recreational use by members and Kinesiology classes.

The SRC Rec Field serves as the primary outdoor field space for programming of Intramurals and for group reservations.

The Climbing Boulders are primarily for recreational climbing. The SRC has climbing shoes available to rent for bouldering use.

Facility Reservations

Facility reservation requests can be made by submitting the appropriate event forms. Reservations are restricted with priority to recognized student organizations. Please allow six weeks prior to the dates requested for processing. Requests submitted less than six weeks prior to the event date cannot be guaranteed. An SRC facility reservation agreement is not guaranteed until confirmed. For a complete listing of reservation procedures please see the Reservations and Scheduling section or visit our website: www.csustan.edu/stan-recreation.

Hours of Operation

Please visit our website at: www.csustan.edu/stan-recreation for an updated listing of facility hours during the academic year. During holidays, term breaks, and the summer months, hours may be adjusted to reflect University closings and to reduce costs of operation. Information regarding hours during these times will be posted.

Parking

The parking lot adjacent to the SRC is not an SRC facility. Users must display a current CSU Stanislaus parking pass. You will be ticketed by University Police if you do not display the proper pass. Automated parking ticket machines are at the entrance to the campus off Geer Road to allow others to park near the Fitness Center for a nominal fee.

Programming

The SRC offers fitness and recreation based activities including Group Exercises classes, Warrior Personal Training, fitness competitions, Outdoor Adventure trips, Intramural sports, and Wilderness Adventure Rental Equipment (W.A.R.E.). The SRC partners with other departments on Student Health 101 and Wellness programs.

General SRC Policies

As part of the SRC mission to achieve the highest standards for its participants, policies have been developed to help ensure a fair, fun and safe environment. The policies apply to all facilities and activities that are associated with the SRC. SRC policies are both specific to the department and in accordance with University policy. Violation of policies can lead to suspension or loss of privileges from SRC facilities and programs along with additional consequences from CSU Stanislaus.

- Verbal and/or physical abuse toward an employee of the SRC or a participant will result in immediate dismissal from the facility/playing field, with a possible suspension of all recreational sports privileges. In addition, such incidents will be turned over to Student Affairs and/or University Police for further review.

- Abuse of property will not be tolerated. Violators may be subject to disciplinary process and asked to leave the facility immediately.
- Nets, goals, and equipment for recreational play will be set up and taken down by the staff.
- No reservations will be taken for open recreational play.
- No sparring involving physical contact, implements, or weapons that the SRC Staff deem unsafe is allowed.
- Strollers are restricted to the public hallways and restrooms and are not allowed in recreational activity areas or on competition surfaces.
- Any clothing item that has enough blood on it that could be transferred to another surface when touched must be taken off and put in a biohazard bag.

Age Restrictions Information

Must be 18 years or older to enter and use the facility.

Exceptions to age policy:

- Regularly enrolled CSU Stanislaus students with parent/guardian consent
- Participants in organized programs and pre-approved youth sponsored tours/visits/activities/events

SRC Memberships

Students enrolled in the current semester pay the SRC fee with tuition. An "SRC Release and Informed Consent" form is signed at the first visit and is valid for as long as you are a student. Minors are required to obtain their parent/guardian signature prior to participating (copies, faxes, scanned documents cannot be accepted).

- Students paying the fee in the Fall Term will have access from "Dorm Move-In-Day" of the Fall term to the week before the start in the Spring term. (Approximately mid- August – late January).
- Students paying the fee in the Spring Term will have access from the 1st week of the Spring term to the week before classes start in the Fall term. (Approximately late January – mid August).

Students enrolled through University Extended Education/Open University do not pay the SRC fee with tuition. Extended Ed students have the option to pay the current applicable SRC fee at the SRC front desk.

Faculty, Staff and Alumni Membership information, eligibility and pricing are available on our website, www.csustan.edu/stan-recreation, at the SRC Office or by phone (209) 667-3705. Memberships can be purchased with cash, check, warrior card, or credit card. NO state dollars are collected to maintain and/or operate the SRC. Unauthorized use of any of the SRC facilities is strictly prohibited and should be reported to staff immediately.

The following policies will apply to those purchasing memberships:

- Participants assume an obligation to conduct themselves in a manner compatible with this recreation facility.
- Anyone violating rules outlined in the policy handbook will be directed to exit the SRC immediately.
- Employees and Alumni of CSU Stanislaus must be 18 years of age or older to be eligible to purchase a membership.
- In order to maintain eligibility for all the benefits of SRC membership, members must remain in good standing, you are not serving a suspension for violating SRC policy, and you are abiding by all SRC rules.
- Memberships that are paid for in full and later cancelled before the end date will be subject to paying for the amount equal to the 1-month membership charge times the number of months used plus a \$40.00 administration charge for cancellation.

- To apply for a refund, members must complete a “SRC Request for Refund” form and turn in to the SRC front desk.
- No refunds shall be issued for any given month after the first day of that month regardless of number of visits that month. Members purchase the right to enter the SRC during all open hours; whether they do so or not. Failure to visit the SRC is not acceptable justification for a refund.

Guest Policy

Members are permitted to sponsor guests to use the facilities in accordance with all guest policies.

- Guest must present proper photo identification (Driver’s license, state issued ID or passport which shows age).
- Guests must be age 18 or over.
- Guest and sponsor must completely fill out the appropriate guest and sponsor forms.
- The appropriate guest fee must be paid before entering.
- 1 day guest passes are valid for the day they are purchased only.
- Multi day guest passes are available to purchase.
- Guest pass purchases may **NOT** be applied to an annual pass.
- Guest may check out equipment with their receipt.
- Guests who purchase a pass are required to present proper photo identification and their receipt. *Failure to do so will result in removal from the facilities without refund of the guest fee.*
- Sponsors are responsible for the conduct of their guest at all times. *Guests are subject to suspension from the facilities for rule violations and without refund.*
- Sponsors are limited to bringing two (2) guests per day. ***
- No refunds for guest passes.

***Additional guests may be sponsored under special circumstances such as family members visiting. Please call the SRC Office in advance for additional details and permission.

SRC Special Pass

Visiting professors, conference attendees, guests of CSU Stanislaus, and camp attendees may be eligible to purchase a day or month pass while visiting the campus and must be pre-approved by the SRC Director. All participants are required to carry their personal I.D. and “SRC Special Guest Pass” with them at all times while using the facility. Any questions involving fees or eligible participant policies should be brought to the attention of a SRC full time staff.

Valid Identification

For participants’ safety, the SRC has ID checks for entrance to the facilities. The following are valid IDs for entrance:

- Warrior Card
 - Students will be verified that SRC student fees have been paid for the current semester.
 - Faculty, Staff and Alumni will be verified that membership fees are current.
- A dated and signed SRC Guest pass issued when a guest is properly sponsored.

Individuals who leave the facility to run or exercise outdoors must carry their ID with them to be able to re-enter the facility.

ID Misuse

ID cards may be used only by the owner. ID cards used by individuals other than the owner will be confiscated and University Police called. Both individuals involved receive an immediate four (4) day minimum suspension from all SRC facilities along with possible further suspension pending the outcome of the review by the Director and the SROC committee. Incidents involving Faculty, staff and alumni carry the same penalties and will be referred to the Human Resources Office on campus.

Standards of Conduct

SRC members and guests assume an obligation to conduct themselves in a manner compatible with the CSU Stanislaus function as an educational institution. When individuals agree to join the SRC or purchase a guest pass, the person indicates, by their registration, that they agree to act courteously, cooperate with staff and display good behavior. All members and guests are encouraged to exercise good judgment in caring for the safety of others as well as themselves and the equipment. Guidelines of Conduct include, but are not limited to the examples outlined below.

ALCOHOL/DRUGS: The SRC is an alcohol and drug free facility. Members or guests suspected of being under the influence of alcohol or drugs will be directed to exit the facility.

COMPUTERS: Utilizing personal computers in the lobby/hallway are to be used in an appropriate way. Members caught “surfing” indecent web sites or pornographic/sexually explicit web sites and/or downloading pictures onto the screen will lose their membership privileges.

STOLEN ITEMS/ LOST AND FOUND: The SRC is *not responsible* for lost or stolen items. Even when locked, valuables should not be left inside a locker or in plain sight. Members are encouraged to contact University Police to report stolen items. It is strongly recommended that members not bring valuables into the SRC when working out. Please give all items found within the SRC to the desk attendant. Items will be logged and stored for a short time until forwarded to University Police. Warrior ID cards will be sent to the University Student Union Information Desk.

DISORDERLY/DISRUPTIVE CONDUCT: The SRC staff has the authority to demand that unruly members and/or guests leave if their conduct necessitates such action. Use of obscenities, insulting language, swearing, profanity, yelling, pushing, fighting, vandalism, hanging from basketball rims dropping weights, not re-racking weights, spitting on floors or in drinking fountains, harassment and/or hazing of other members or staff, and/or violating the SRC rules and regulations are prohibited. Such actions could include, but are not limited to any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

FIGHTING: Any member or guest who, in the judgment of the SRC employee, engages in a fight or attempts to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or *retaliates* against an aggressor) and an *injury (any act that causes an accident report form to be filed)* is suffered, shall have their privileges suspended for no less than one year (365 days). Fighting may include only one individual or more than one if an individual does more than protect themselves by fighting back, retaliating or responding aggressively. Attempting to fight with a staff member, while on-duty is prohibited and the person will have their SRC privileges suspended for a period of no less than two years (730 days). As outlined in campus regulations and policies, participants are subject to the possibility of official proceedings and punishment from Law Enforcement officials if they threaten and/or abuse staff, another member and/or an SRC guest. Copies of the Incident Report form when there is violence or the threat of violence occurs or a major violation of the SRC rules will be forwarded to the necessary authorities.

SUSPENSION: Failure to comply with the SRC rules outlined will result in a suspension. Suspensions may extend from one day to one (365 days) year or more depending on the circumstances surrounding the suspension and any prior record of disruptive conduct. If warranted, a member will be suspended for one or more years and will only be allowed to reenter if they petition for reinstatement.

APPEALS: A written appeal of a decision must be submitted within 48 hours of notification. Appeal letters should be delivered to the SRC Director, who shall evaluate the appeal and forward all appropriate requests to the Student Recreation Oversight Committee for a formal hearing. Appeal hearings are the responsibility of the SROC. A valid appeal must concern either a misapplication of one of the SRC rules or misinterpretation of the policies and procedures outlined within the SRC Handbook. Upon receipt of an appeal, the SROC will host a hearing at the next available meeting time. Recommendations to uphold an appeal must be approved by a majority vote of the SROC.

The CSU Stanislaus Student Code of Conduct is available at:
http://www.csustan.edu/JudicialAffairs/documents/Student_Code_of_Conduct.pdf.

Health & Safety

IT IS STRONGLY RECOMMENDED THAT MEMBERS AND GUESTS HAVE A MEDICAL EXAMINATION PRIOR TO UTILIZING THE SRC OR BEGINNING AN EXERCISE PROGRAM.

INSURANCE: Individuals participate at their own risk. Individuals are encouraged to obtain adequate health and accident insurance prior to participating in any physical activity.

FIRE ALARM: If an alarm sounds, everyone must exit the facility immediately. Fire drills will be held regularly to ensure members and guests are aware of emergency procedures. During an evacuation, please remain calm and cooperate fully with staff. ***Pulling a fire alarm misleadingly is strictly prohibited and is punishable by law.***

TELEPHONES: Telephones are not for personal use, they are for SRC business use only.

SAFETY & SUPERVISION: ALL members and guests are responsible for maintaining a safe environment. Cooperation of everyone is necessary to ensure the **SRC** operates properly.

WEAPONS AND FIREARMS: NO weapons or firearms of any kind are allowed in the SRC. Participants in possession of a weapon or firearm of any kind will be denied access and required to exit the facility. Members participating in Martial Arts should alert the staff of any questionable item(s) prior to entering. Items which could be perceived as harmful must check in with the Welcome Desk.

STEROID WARNING: Use of steroids to increase strength or growth can cause serious health problems. Steroids can cause heart disease, stroke, and damaged liver function. Men and women using steroids may develop fertility problems, personality changes and acne. Men also experience premature balding and development of breast tissue. The unauthorized sale, use or exchange of anabolic steroids IS STRICTLY PROHIBITED.

DANGEROUS ACTIVITY: Activity that is destructive or appears to be unsafe is prohibited and will result in retribution of repair costs and expenses relating to the destructive or dangerous act. Traditional *outdoor sports* may NOT be played in the **SRC Fitness Center**, including football, Frisbee, rugby, lacrosse, baseball/softball, etc. These events must be altered to protect the facility and the safety of members.

ALL INJURIES (MINOR & MAJOR) SUSTAINED WITHIN THE SRC MUST BE REPORTED TO THE NEAREST STAFF MEMBER IMMEDIATELY. Also, please report all unsafe conditions or equipment to a staff member immediately. Keeping participants safe is the number one priority for SRC employees. All SRC professional staff and student staff are certified in First Aid/CPR/AED and are trained to provide limited emergency care to participants if needed until professional emergency care can arrive.

In the event of an emergency, participants are required to report all accidents, incidents, or injuries to the nearest SRC employee so proper care can be provided as quickly as possible.

If an ambulance or emergency personnel is necessary, participants are asked to contact SRC staff immediately so emergency procedures can be activated that include contacting CSU Stanislaus University Police. Participants are asked **NOT** to dial 911 directly from cell phones which may lead to a delay/confusion in getting the necessary help to the injured party. SRC employees may not transport injured victims due to risk management issues.

In any injury situations, the injured person (when possible) and any witness will be asked for personal information and questions related to the injury/incident for a university accident report. This documentation is required for the Risk Management office.

Use Policies

The SRC offers participants a safe, complete workout in the area of cardiovascular conditioning, flexibility, and strength training. Participants have the opportunity to work out on their own in the fitness area, participate in Group Exercise classes, or sign up for organized activities and services. In an effort to provide a safe workout environment the SRC requires that all participants adhere to the following policies and procedures when utilizing the facilities. It is recommended that you warm-up and stretch before your workout and cool down and stretch after your workout.

General Activity Area Policies:

- Adhere to all posted rules in the Facility and the SRC Participant Handbook.
- The building must be vacated **prior to** closing time.
- We are not responsible for personal items left unattended.
- DO NOT work out if you are sick or injured.
- DO NOT unplug any equipment.
- Wipe down all equipment after use with sanitary wipes.
- Proper shoes and work out attire are required. *Note: See Proper Workout Attire.*
- Keep a workout towel with you at all times.
- No unsupervised use of the facility.
- No food or gum allowed.
- Only plastic water containers with sealable lids are permitted.
- Misuse of equipment will result in suspension of use of the entire facility.
- Participants are not allowed to use themselves or others as additional weight resistance when performing exercises on equipment.
- Towels for showering should be brought from home.
- Direct any questions on equipment use to SRC staff.
- Report any equipment issues or injuries to the SRC staff on duty immediately.

Alcohol/Tobacco

All SRC facilities are alcohol and tobacco free (including smokeless tobacco). All SRC facilities adhere to the "Smoke-Free Entrances" policy implemented through-out campus. Everyone must extinguish smoking material and dispose of smokeless tobacco prior to entering any facility or nearing any area designated "non-smoking" including entrance ways. This includes the entire plaza area in front of the Fitness Center.

Individuals who appear to be under the influence of alcohol and/or other drugs will be reported to University Police and asked to leave the facility, as well as those who do not follow the tobacco-free policy. The University Police will be called to assist with individuals who do not cooperate and a letter will be sent to the Dean of Students concerning violation of University rules and regulations.

Bikes/Skateboards/Rollerblades

To protect our patrons and facilities, participants are not allowed to ride or use items such as bikes, skateboards, rollerblades or similar items inside the facilities. All bikes must be locked to the bikes racks outside the facilities. Bikes may be removed if needed.

Boulders

Participation is voluntary. The SRC shall not be liable for any injuries that occur. Participants are responsible for their own safety. In an effort to provide a safe environment the SRC requires that all participants adhere to the policies and procedures when utilizing the facilities.

- The boulder area will be closed to use during inclement weather. *A sign will be posted when a closure is in effect.*
- Using a spotter and crash pads while bouldering is highly recommended
- Chalk balls only. No loose chalk
- Misuse or dangerous behavior will result in suspension of use of ALL SRC facilities

- Loose jewelry and loose items should be secured or removed for your safety
- No bare foot bouldering. Closed-toed and closed-heeled athletic footwear is required in all activity areas. Tennis shoes with non-marking soles or climbing shoes are required in this area
- **BOULDERING IS A DANGEROUS ACTIVITY. USE AREA AND ELEMENTS AT YOUR OWN RISK!**
- **TOPPING OUT AND STANDING ON THE BOULDER TOPS ARE NOT ALLOWED**
- Keep all gear and personal items away from the base of structures
- Only non-breakable water containers with sealable lids are permitted
- No food or gum is allowed in the boulder area
- Report any equipment issues or injuries to the SRC staff on duty immediately
- The SRC is not responsible for personal items left unattended
- Only authorized SRC staff can move holds
- Only authorized SRC staff can set routes
- Prohibited footwear includes: Cleats, turf shoes, metal or rubber spiked shoes, golf dirty shoes, boots, dress shoes, sandals, flip-flops, croc style, open back slip-ons, open shoe suspected of damaging or marking the surface. All shoes must be cleaned before climbing

Climbing shoes crash pads are available for a fee.

Cardio Equipment Use Policies

- Obey the 30 minute time limit when others are waiting for cardio machines.
- Wipe down cardio equipment after use with supplied wipes.
- Report any problems with equipment.

Equipment Checkout

Miscellaneous sports equipment may be checked out with your Warrior ID card. Indoor sports equipment is designated for use in the facility only. The individual checking out the equipment is responsible for that equipment. **PARTICIPANTS WILL BE ASSESSED THE FULL REPLACEMENT COST OF ANY ITEM(S) DAMAGED OR NOT RETURNED.** Further use of the SRC will be suspended and the individual will be placed on hold with the Cashier's Office until payments of all bills are made in full.

All checked out equipment must be returned to the front desk 5 minutes before closing.

Fitness Classes

Group Exercise classes are scheduled by the SRC. A list of class offerings and class descriptions will be made available in the SRC as well as the Group Ex webpage: www.csustan.edu/stan-recreation/fitness/group-exercise-classes. Members do not need to pre-register for these classes. Attendance can start or end at any time. At this time, additional fees will not be charged to members.

Class cancellations will be given in as much notice as is possible and signs will be posted in the SRC and on Facebook as soon as it is known.

Food/Beverage

Food and beverage may be consumed in the lobby areas of the Fitness Center only. Spill-proof plastic bottles are permitted. No open cups.

Free Weight Area Policies

- Weight collars are required on all weight bars when using any plate loaded equipment.
- Participants must use a spotter at all times when lifting weights over themselves.
- Do not drop the weights or weight stacks. Lift within your ability level.
- NO chalk use is permitted.
- Olympic style lifts, dead lifts, etc. must be performed within power racks designated area.
- Dropping or throwing down of plates and bars at the end of an exercise is not permitted.
- Participants must control weight during Olympic style lifts at all times.
- Re-rack weight plates, bars and dumbbells to their correct location and rack after use.
- Dumbbells are not to be dropped, slammed down or thrown down.
- Participants are not allowed to rest dumbbells on top of the upholstered utility benches, machines, desks, chairs or cubby shelves.
- Dumbbells are not allowed to be added to weight stacks as additional weight.
- Standing on or jumping on/off benches is not allowed.
- Allow individual persons doing single set circuit training to work through when performing multiple sets or while working out as a group.
- Wipe down equipment after use with towels, supplied wipes or sprays.

Inclement Weather

In accordance with university policy, SRC facilities will be in operation, if the university closes due to inclement weather. Hours and programs will be adjusted accordingly as staff is available to safely open a facility. Information will be posted on our website, www.csustan.edu/stan-recreation. In cases of natural disasters (i.e., earthquake, tornados, flooding, etc.); SRC facilities may be designated as safety shelters and be closed for recreational activity to support emergency action plans.

Literature Distribution

The distribution of leaflets, brochures, and advertisements is prohibited in the SRC facilities and surrounding grounds unless approved by the SRC Director. The use of sidewalk chalk on any surfaces outside SRC facilities is also prohibited. To post materials please contact the Director.

Locker Use

Day-use lockers are for 3 hour use. Lockers that are not cleared by the end of the 3 hours will have the contents removed, bagged and tagged to be claimed when the participant visits the Welcome Desk. Participants may check-out keys at the Welcome Desk. A participant who locks himself/herself out of a locker will need to check in at the Welcome Desk to have the locker opened. Participants are responsible for any cost associated with lock cutting (i.e. replacement cost) or lost key situations.

Music

Personal headsets are encouraged. SRC staff is responsible for controlling the type of music and volume level for any facility where music is played on a central system and will not interfere with any other university policy or university group that may be in the facility. The use of stereos and “boom boxes” is not permitted without approval.

Olympic Style Lifting Policy

For the safe and fiscally responsible use of this equipment, SRC management has developed the following guidelines. Dropping of Olympic bars or bars loaded with bumper plates must be done from waist height and in a controlled manner until the lifter has caused the bar to come to a complete stop.

Reasons for this procedure:

1. Safety: The noise that is created by a dropped and loaded barbell in the Personal Ex room does not provide an inclusive environment. Uncontrolled, reckless dropping of a fully loaded bar from a height of 5 or 6 feet creates a dangerous environment for individuals who are working out around you and circulating fitness room staff. The lifter is responsible to control the bar until it reaches

waist height and then let it go, on a routine lift the lifter's hands should not come off until the bar reaches waist height.

2. Equipment preservation and maintenance: The life of the equipment and facility will be prolonged, as well as create a welcoming atmosphere in the Personal Ex room. Excessive dropping of weights also potentially damages the platforms, flooring, bars and the weights themselves.
3. Purpose: The SRC is not designed for bodybuilding and elite athletic lifts, but as a recreational facility for all students, staff and faculty of CSU Stanislaus.

Penalties for the violation of this procedure:

- First violation - Explanation and warning to lifter to follow proper procedures
- Second violation - Lifter violating the procedure is instructed to leave weight room floor
- Third violation - Lifter violating the procedure is banned from the SRC for remainder of semester.

Personal Hygiene

Expectation is that certain aspects of personal hygiene are followed. Cases involving these issues will be handled individually and discreetly between SRC staff and participants. Full cooperation in each matter is appreciated.

- NO spitting in the water fountains, on floors, on walls or in corners.
- Clean all pads and equipment with disinfectant wipes or sprays following use.
- Wear clean, fresh and appropriate workout clothing.
- Please refrain from using heavy fragrances while working out.
- Avoid workout areas and equipment when ill with contagious virus/cold.
- Cover open cuts or sores with proper materials.

Pets

Pets are prohibited from entering all facilities and fields, with the exception of service animals. Owners of the service animals are required to clean up any pet wastes that occur in any facilities and surrounding areas.

Photography

To better serve and protect the privacy of our participants the use of photography equipment is not permitted inside any SRC facility during open recreation or classes offered without prior permission from a professional member of the SRC staff. This includes professional equipment or cell phone cameras. Violators will be asked to present their photos and/or asked to leave the facility and speak with University Police if they do not cooperate.

The use of photo equipment on SRC fields is not prohibited during club or intramural events but people shooting photos must check in with staff overseeing the event, report themselves and get the permission of opposing players and the team they want to photograph.

SRC staff members are trained to approach individuals with photo equipment to confirm that they have followed the outlined steps for taking photos.

Pin Select/Stacked Weight Equipment Policies

- Check that pin is completely inserted into weight stack before using.
- Adjust each machine to put you in the proper position for lifting.
- Do not add weight plates onto the pin in the stack. Only use weight provided by manufacturer.
- Do not slam weight stacks. Maintain control of weight during entire repetition.
- Allow individual persons doing single set circuit training to work through when performing multiple sets or while working out as a group.
- Wipe down equipment after use with supplied towels, wipes or spray bottles.
- Report any problems with equipment.

Proper Workout Attire

In an effort to provide the highest level of safety and prevent additional wear and tear on equipment and machines, all participants are required to wear athletic workout type clothing that is comfortable and non-restrictive. Participants not adhering to the proper workout attire policy or found offensive by others will be asked to adjust as needed or to exit the facility.

Clothing with metal rivets, sharp or abrasive objects that can cause unnecessary wear and tear on equipment are NOT allowed.

Attire Allowed - Waist-Down: Athletic shorts, aerobic shorts, running shorts, bike shorts, scrubs, and short or long exercise or warm-up pants.

Attire NOT Allowed - Waist-Down: Jeans, jean-shorts, non-athletic belts, cargo style shorts/pants, dress pants and cut-off pants.

Attire Allowed - Waist-Up: Long or short sleeved t-shirts, manufactured licensed work out tops.

Attire NOT Allowed - Waist-up: Cut or torn shirts, dress shirts.

Shoes: For safety, closed-toed and closed-heeled *athletic footwear* is required in all activity areas. Preferably tennis shoes with non-marking soles.

Prohibited footwear includes: Cleats, turf shoes, metal or rubber spiked shoes, golf shoes, muddy shoes, dirty shoes, boots, dress shoes, sandals, flip-flops, croc style, open back slip-ons, open-toed footwear, athletic shoes that mark the floors, any shoe suspected of damaging or marking the floor.

NOTE: Adherence to the above policy will provide for fairness of everyone while preserving the floor covering from undue damage. ***If a participant is found to be wearing unacceptable shoes, he/she may be liable for damages; they may NOT continue their activity unless they change footwear; members and/or guests may NOT continue to participate in socks or bare feet.***

Rec Court Policies

- Only proper athletic clothing and athletic shoes are to be worn.
- Non-marking shoes only. No turf shoes, street shoes, or bare feet are permitted.
- Dunking or grabbing the rim or backboard padding is strictly prohibited.
- Fighting and abusive language will result in ejection and suspension from all facilities.
- Food, gum, tobacco products or drink are not permitted.
- Participants may not wear hats during play.
- Participants must wear shirts at all times.
- No personal items are allowed on the playing floor. Place items in a day locker or cubby.
- Basketballs cannot be left on the court or sidelines.
- Do not move any equipment set up on the courts. Ask the SRC staff for assistance with equipment set up or removal.
- Kicking or throwing of a basketball and/or other equipment toward the ceiling, wall, and scoreboard is prohibited. Violators will be asked to leave the facility immediately and will be billed for the damages.

Unless there is a pre-scheduled event, SRC courts will be maintained as open recreation courts. Due to the lack of court space, reservations for Intramural team practices or special interest groups will not be accepted. Teams/groups may participate as open recreation users.

Rec Court Usage Guidelines

- Open play full court 5-on-5 basketball if there are 10 participants present or open play volleyball will be set up upon request if there are 12 participants present.
- Basketball will be played to 25 points win by 2 points, 30 point max, 30 minutes max.
- Volleyball will be played best 2 out of 3 games to 25 points, rally scoring, 45 minutes max.
- Once a game has begun, it will continue to completion.
- Participants must be courteous when waiting for the next game. First come first served rules in place.

Please see the staff with any questions and guideline enforcement.

Priority Play Type Schedule for Rec Court

- When Intramural Sports are scheduled they take priority
- Other team sports may be scheduled to take place on the Rec Court.

Track Use Policies

- All users must check in at the SRC Welcome Desk with their Warrior ID card.
- Only proper athletic clothing and athletic shoes are to be worn.
- Gate must remain closed at all times.
- Only the outside 4 lanes of the track should be used.
- Stay off the field at all times.
- The track is only available during facility daylight hours and when there are no reservations, Athletic games or practice.

Outdoor Adventures

We are located at a center of adventure potential. The California Sierras, the Pacific Coast and the great Northwest offer a wide range of outdoor opportunities to meet the needs of the outdoor enthusiast. Most adventure destinations are only a 1-5 hour drive away. The trips offered are generally one to three days long to give you a good exposure to the excursion and a great break from your studies.

The Outdoor Adventures program provides opportunities for personal challenge, discovery and an awareness of the beauty of the great outdoors. Our goal is to provide an enjoyable and worthwhile experience in outdoor recreation by introducing participants to the many areas in the surrounding region. Participants are introduced to the impact of wilderness adventures on the environment, trip planning, safety, equipment, and are instructed on a variety of adventure skills. These skills can be transferred to our personal lives giving you the ability to take charge of your own circumstances, overcome fears, and to be more active in-group decision-making.

Trip costs generally include equipment, instruction, trip leaders, on-site meals (if staying overnight), t-shirt, and a great outdoor experience. All participants share campground and cooking duties. Trip participation is usually limited to between six and eighteen persons to ensure a personalized experience and a close ratio of instructors to participants.

To preserve the activity area we will be particularly conscientious about inflicting a minimum impact on the environment by utilizing Leave No Trace principles. All litter will be carried out. We will live by the creed of "Take only pictures, leave only footprints."

Trip Registration & Fees

Because the Outdoor Adventure program is not funded by the SRC operating budget, all direct costs must be recovered through participant fees. Trip fees are determined by the total cost of transportation, resources needed, permits, camping fees, guides, and rental charges then divided by the minimum number of participants required for a trip to make.

Trips are open to all CSU Stanislaus students, faculty, staff and public. All trip fees must be paid in full at time of registration. You will not be considered signed up nor placed on the trip registration list unless all fees are paid. On major trips costing over \$100.00 a predetermined deposit amount is due in order to reserve a space. The balance is due as stated on the trip information sheet. Some trips will require an earlier deadline for cancellation as will be stated on the individual trip brochure. If for any reason Outdoor Adventure trips are canceled, a full refund will be issued. Cash, check, or Warrior cash only.

Participants under 18 years of age must have prior approval from the trip coordinator before registering for a trip. Register for trips in the SRC. Applicants must meet the eligibility and experience requirements for each trip. Proper identification, a completed waiver, and payment/deposit must be presented at the time of registration.

Cancellation Policy

All trip balances are due during sign-up or prior to the pre-trip meeting (whichever is stated). Notice of registration cancellation must be in writing one business day prior to the registration deadline in order to receive a refund. Refunds will be less 20% of the full registration fee or less \$20.00 as a cancellation fee, whichever is higher. No refunds will be issued after the registration deadline. Requests to transfer from one trip to another will be considered a cancellation.

Medical Cancellation

In the event of a cancellation due to medical reasons and upon receipt of a written statement from a doctor attesting inability to participate on the trip, Outdoor Adventures will retain 10% of the full registration fee or \$10.00, whichever is greater, as a cancellation fee. The remaining balance will be returned as a refund.

Pre-Trip Meetings

All participants are required to attend all pre-trip meetings. Pre-trip meetings are generally short, 30-60 minutes and are comprehensive and necessary. Items covered include: equipment needs, personal equipment checklists, meal groups, transportation, departure and arrival times, expectations of participants, description of trip location, and safety & environmental issues. This is the first chance for trip participants begin to know each other and prepare for the outing.

Personal Preparation

StanRec Outdoor Adventure trips are designed for both beginners as well as people that maybe more than experienced. We advise people to take their physical condition seriously. In order for everyone to get the most enjoyment out of the trip, being physically fit is a crucial part of this experience.

Transportation

Rental vehicles will be used as transportation to and from the activity site, and transportation is included in the price of the trip. We will depart from and return to the SRC Fitness Center.

Leave No Trace Ethics

On Outdoor Adventure trips, we value reducing our impact in the areas we hike, paddle, climb and cycle. We are proud to practice and share the Seven Principles of Leave No Trace: Plan Ahead and Prepare, Travel and Camp on Durable Surfaces, Dispose of Waster Properly, Leave What You Find, Minimize Campfire Impacts, Respect Wildlife and Be Considerate of Other Visitors.

Expedition Behavior

Expedition behavior means taking care of yourself and other group members. It means staying hydrated, not unnecessarily endangering yourself, and communicating personal concerns to trip leaders.

Characteristics such as respectfulness, flexibility, tolerance of others, courtesy, direct communication, self-awareness, and teamwork become critical when traveling in small groups in remote areas. Proper expedition behavior can be the difference between an average experience and a great one!

Food & Group Cooking

As with all aspects of this expedition, cooking and food preparation will be a group effort. Everyone will be responsible for washing their own dishes and helping with the group dishes after each meal. Please see the trip itinerary for specific meals that are **not** provided by Outdoor Adventures. Please inform the trip leaders of any dietary allergies, restrictions or special needs during the pre-trip meeting.

Participant Responsibilities

We expect our participants to complete all health forms and sign all waivers. Participants are required to attend all Pre-Trip meetings. Be prepared mentally and physically for the trip, even though most people only think of the trip being physically hard it can be mentally just as hard. StanRec staff also expects that all participants will follow all policies set forth by the Land Management Agencies (State Parks, National Parks, National Forests, BLM), the Student Code of Conduct as well as policies made by our staff for your safety. As a participant of a StanRec Outdoor Adventure trip, you agree to respect others that may be on the trip. And most of all we expect that each participant has an amazing trip that is full of fun and great memories.

Smoking, Alcohol & Cell Phones

In the spirit of expedition behavior, please do not bring alcohol or illegal substances or items on the trip. Cigarettes are acceptable at established areas but are not allowed to be used in vehicles. We would encourage you not to smoke on this trip and to respect other participants if you choose to smoke. University and State recreation area rules do not allow the consumption of alcohol or use of illegal substances. Further, please be respectful of other participants with cell phone use. We ask that cell phones not be used in vehicles or at the activity site and when used, please use away from the group.

What is Provided by Outdoor Adventures?

Outdoor Adventures provides all transportation, all activity gear and camping equipment, camping and entrance fees, permits, trip insurance, leadership, and instruction. The trip cost does not include personal clothing or meals traveling to and from the activity site.

TV, Workout DVD, Xbox Console and Games Use

Any Student Recreation Complex, University, California State University, state, federal or other applicable policy that is violated will be turned over to University Police and will result in loss of membership privileges.

By using the TV, workout DVD's, Xbox console and games in the Student Recreation Complex you become **100% liable** for the equipment checked out to you whether the damage or loss was caused by you or another individual. You will be billed for any loss or damage.

Using any device to download and/or retrieve information from or to the Xbox console is strictly prohibited and will result in losing your membership privileges.

Members caught viewing and/or downloading indecent or pornographic/sexually explicit media on the TV and or Xbox console will lose their membership privileges.

Use Policies

- 1 hour maximum use with a combination of 2 Xbox games and/or workout DVD's at a time.
- If the Xbox is in use at the desired time, add your name to the wait list at the front desk.
- You can reserve the Xbox for use in the SRC no more than 24 hours in advance as long as there is no other prescheduled activities taking place in the Group Exercise room. For example, if it is 5:00p.m. now you can reserve it for no later than 5:00p.m. tomorrow. Failure to show up within the first 10 minutes of your reservation will result in a cancellation. Persons on the wait list will be given the allotted time.
- TV and Xbox settings and profiles cannot be edited.
- No drinks allowed on the TV cart.

- All equipment must remain in the SRC.
- Using the Xbox Live function is prohibited.
- The Xbox game guides must remain in the TV cart.

Keep yourself hydrated and take breaks as needed.

WARRIOR PERSONAL TRAINING

This is personal training tailored to help you reach your desired fitness level. Your exercise program will be personalized to help you excel in your fitness goals. The SRC's personal trainers will discuss your exercise and health history, as well as your personal goals then prescribe an exercise regimen to fit your needs.

Let a trainer help you: increase energy, decrease body fat, tone and strengthen muscle, increase flexibility, optimize time during workouts, achieve personal fitness goals, stay motivated and consistent, decrease risk of injury, improve cardio health, lower blood pressure and cholesterol, improved quality of life, begin exercising for the first time, train like a competitive athlete, learn proper biomechanics and methodology.

Fitness Assessment

Includes body composition, cardiovascular endurance, flexibility assessment, muscular strength and endurance. The assessment is required for all first time participants.

One-on-One Select Personal Training

An efficient workout program designed just for you to improve your health and fitness level! *Must complete a Fitness Assessment session with your chosen trainer.*

Two-on-One Personal Training (2 Individuals to 1 Trainer)

Do you have similar training goals as a friend or maybe you want a partner to attack your fitness pursuits with the additional support and encouragement? Then hit the training floor and experience the challenge together. It is recommended that your training partner be of a similar fitness level. Requires both clients at each session. *Must complete a Fitness Assessment with your chosen trainer.*

Group Personal Training

One way to get great personal training at a more affordable rate is to do group training. Come in with a minimum of three people and get great workouts and tips from one of our personal trainers. It is recommended that all clients in your group are at a similar fitness level. All clients must be present at all training sessions. *Must complete a Fitness Assessment with your chosen trainer.*

All sessions (assessments and personal training) are 60 minutes and must be purchased in advance. Only SRC Personal Trainers are allowed to conduct personal training in the Fitness Center.

Cancellations and Tardiness

Sessions must be cancelled 24 hours in advance to avoid being charged for a no-show. Participants will be charged for all no-show sessions. All clients and trainers are required to arrive at the scheduled time. If you are more than 15 minutes late to your session, you will be charged for the full session.

Refunds and Expirations

There are no refunds for sessions purchased. Refunds or credits will not be issued for unused sessions. All sessions expire by the end of the current semester/term. See the WPT website for session expiration dates.

How to Sign Up

Complete all registration forms available in the SRC or WPT website. Take the forms to the SRC to pay your fees (cash, check or Warrior Cash only). Once fees are paid you will be contacted by a trainer in 2 – 3 business days.

Returning Clients

Clients who have completed the number of sessions purchased must re-submit their registration packet. The fitness assessment does not need to be redone.

WILDERNESS ADVENTURE RENTAL EQUIPMENT (W.A.R.E.)

The SRC maintains a large inventory of outdoor rental equipment. Equipment is first-come, first-served priority. Reservations are recommended. Equipment pick up is by appointment only. Requestors will need to call Dan at 667-3705 to reserve. Please allow time to set up and check over equipment when renting and returning. Prices can be found on the website or within the SRC. A current Warrior ID or a valid picture ID card must be presented, and payment made in full before the equipment may leave the building. Equipment not returned to the office prior to 4:00 PM of the due back day will be charged at the rate of 1 ½ days for each partial day (not including weekends) that said equipment and accessories are returned late. There will be an automatic \$10.00 fee for equipment that is returned in disarray or dirty. Replacement costs will be determined by the current outfitter retail price during the period of the rental, plus shipping, and taxes. The SRC accepts cash, checks or Warrior Cash.

RESERVATIONS AND SCHEDULING

The reservations and scheduling of the SRC must be in agreement with the following policies that have been established to minimize conflicts and ensure quality recreational opportunities. All activities shall be compatible with the designated purpose/design of the facility; unsafe activities or those that are incompatible with the designated purpose or design are prohibited. Activities shall be suitable to the respective area with the safety of the member supported at all times. An SRC Facility Reservation Agreement and proper procedures must be followed before an R25 request will receive final approval. Please allow six weeks prior to the dates requested for processing. Reservations finalized less than six weeks prior to the event date cannot be guaranteed and may be bumped for other groups.

Priority Use

The SRC shall be scheduled to host a variety of Recreation-based activities in sufficient quantity and quality to maximize the facility. The priority usage of the SRC shall be to support recreation services to SRC members. The following guidelines describe the ranked order of usage during academic periods:

- 1st Priority** – Associated Students, Inc. (ASI) Recreation and Wellness Programs and Intramurals
- 2nd Priority** – ASI and University Student Union (USU) sponsored events
- 3rd Priority** – Chartered Student Clubs and Organizations
- 4th Priority** – Residential Life Programs
- 5th Priority** – Other University department uses approved by SRC Director or designee
- 6th Priority** – Non-university users approved by SRC Director or designee

A SRC facility use request is not guaranteed until confirmed.

On occasion, outside groups shall be granted space inside the SRC. Lead times vary; however, the earlier a completed SRC Facility Reservation Agreement and signed contract is completed, the better chance for approval.

Advance Reservation and Reservation Timing

- A. Reservations will be confirmed based upon “first come-first serve” in the priority order listed in the Priority Use section. Once the event is confirmed it cannot be bumped or altered to accommodate another user unless approved by the event coordinator.

- B. All reservations must be submitted at least six weeks in advance of the requested date. The meeting with the SRC Director to discuss event details for approval must occur no less than five (5) weeks prior to the event date.
- C. Reservations scheduled during regular operation hours (hours posted on the SRC web site) must conclude fifteen (15) minutes prior to the official closing of the building (e.g., the building closes at 12:00 a.m., the reservation must conclude at 11:45 p.m.).
- D. Reservations that occur during non-operating hours will incur additional staffing fees.

SRC Director or SRC Reservation Coordinator

- A. Receive, review, approve, and confirm facility use requests within 10 working days of the request.
 - 1. Consideration may be given to requests not meeting advance notice requirement but the director or reservation coordinator is under no obligation to do so.
- B. Determine if a facility use fee will be charged for the approved event and obtain agreement from the event coordinator.
- C. Determine if an SRC event monitor will be present at the event and obtain agreement from the event coordinator to pay the cost.
- D. Notify University Police, Facilities Services, or other university service provider of services requested for the event.
- E. Obtain approval for the event from the Risk Manager and coordinate obtaining any required event insurance, insurance certificate and/or liability waivers.
- F. Prepare the written documentation required to secure any usage deposits and/or fees or service charges, including additional charges approved on the facility use request.
- G. Monitor events in the SRC to determine that the event attendees are abiding by SRC facility use policies and procedures. Designated SRC staff will have the right to immediately terminate a facility use agreement and request that the group vacate the premises if facility use policies and procedures are being violated. Deposit and facility use fees will be forfeited if this should occur.

Bumping

Short-term events or ones that benefit a large number of students shall bump activities during prime time with approval.

Outside Groups/Reservation

The SRC shall be scheduled for outside groups if member service standards are not compromised and the event is not during prime time. Occasionally, events booked on campus may spillover into the SRC. These events will only be scheduled if the SRC is essential to book the activity.

Fees

- A. There will be no facility use fee or overhead charges for:
 - 1. ASI Recreation and Wellness programs
 - 2. ASI and USU sponsored events
 - 3. ASI and USU events are responsible for their own set-up and clean-up related to their reservation. Should services be required prior to the event, during event, or after the event a service charge will apply.
 - 4. ASI and USU will be responsible for any repair costs applicable to damages that occurred during the event.
- B. There will be no facility use fee for chartered student clubs or organizations unless admission is being charged for the event. If admission is being charged the normal facility use fee will apply. All student club or organization events are subject to fees for services provided (i.e., event monitor if after hours, media, room setup, custodial, and public safety).
- C. All other university users and non-university events will be charged a facility use fee that includes a reimbursement for standard services, as well as total reimbursement of additional service charges.
- D. An authorized University account number and contact information will be required for facility reservations for all university events and activities.

- E. All facility use fees are based on a per-hour charge. Non-university users will pay a two-hour minimum. SRC facility use fees will be approved each year by SRC operating committee and the university CFO.
- F. Security/Reservation deposits will be required for all events and activities. The facility reservation agreement shall address the use and refund of reservation deposits.
- G. Events requiring use of protective floor covering (for food and beverages and/or tables and chairs in activity spaces) will incur additional set-up fees to be determined by the SRC Director or Reservation Coordinator.
- H. All facility use deposits will be 50% of total fees and must be paid three weeks prior to the scheduled event to guarantee the reservation.
 - 1. The remaining balance must be paid 7 working days prior to the event starting.
 - 2. A revised invoice will be issued for any additional fees incurred (i.e. damages).
- I. Groups reserving space assume liability for any damages resulting from their event.

SRC rental fee grants use of the specific room or area. General use of the changing rooms, cost of utilities, and equipment set-up/clean-up costs may be extra. The basic rental rates listed on the SRC website.

Personal/Monetary Gain

Unless previously approved, it shall be prohibited to use the SRC for commercial groups or individuals that sponsor events and/or activities that duplicate non-credit courses or programs. Unauthorized or profit-making ventures, meetings, teaching, coaching, personal training or instruction is prohibited.

Cancellation of a SRC Facility Reservation

- A. All adjustments and cancellations pertaining to SRC reservations must be sent to the SRC reservation email srcreservations@csustan.edu and must occur at least 3 working days prior to the scheduled event.
 - 1. Cancellations submitted less than 10 working days prior to the scheduled event start date will result in forfeiture of the facility deposit.
 - 2. Cancellations submitted less than 3 working days prior to the scheduled event start date will result in forfeiture of all fees paid.
 - 3. Cancellation of a multiple date reservation once the scheduled activity has already started must be sent to the SRC reservation email as soon as possible. No refunds will be issued.
- A. All ASI, USU, and chartered student organization reservation cancellations not reported to the SRC email will incur a twenty five dollar (\$25.00) charge. Repetitive cancellations without notice will result in loss of reservation privileges.
 - 1. All ASI, USU, and chartered student organizations will incur a twenty five dollar (\$25.00) charge for reservations cancelled less than 10 working days prior to the scheduled event start date.

Comments and Suggestions

Members wishing to express a concern, suggest an improved service or praise an employee are strongly encouraged to speak to an SRC employee and complete a comment card. These forms can be found at the Welcome Desk and are reviewed weekly by the staff and are occasionally posted.

Vending/catering/concessions

SRC and University policies must be followed and pre-approved. The SRC is not responsible for loss of money or malfunctions of vending machines. Call 1-800-414-5747.

Revised: August 2014