CAMPUS RECREATION



POLICIES & PROCEDURES MANUAL

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1. ASSUMPTION OF RISK

- Each participant is responsible to determine whether he/she has the proper fitness level to participate in activity at the Carpenter Sports Building and all other Recreation Facilities.
- Participants are strongly encouraged to consult with their health care provider(s) before starting any exercise program.
- Participation in activities at the Carpenter Sports Building and all other Recreation Facilities is voluntary. By voluntarily using the Recreation Facilities, participants assume all risk for any harm or injury sustained.
- Consider the consequences of your actions and do not engage in behavior that may harm other patrons or damage equipment.
- The University of Delaware and the Department Athletics, Community and Campus Recreation are not responsible for injuries sustained while participating in athletic, recreational or other sporting activities. All physical activities offered in the Carpenter Sports Building and at other Recreation Facilities are on a voluntary participation basis and carry various degrees of risk or injury. Participants assume sole responsibility for any and all such risk or injury that may result due to voluntary participation. It is each individual's responsibility to be knowledgeable of his/her own physical condition when participating in any activity.

2. PATRON ACCESS

a. Access - UD ONEcard

- The UD ONEcard serves as your official identification while at the University of Delaware and controls access to recreational facilities.
- Student access is granted for the semester/session for which the student is enrolled and has paid the associated fees. For students who are not enrolled in a current semester or do not pay associated fees, a fee for service may be available. Detailed access information can be found here.
- Full-time, benefited Faculty/Staff (and their spouses) have access with a UD ONEcard. For more information on Recreation Facility access for UD employees and/or to obtain a spouse UD ONEcard, contact Human Resources at 302-831-2171.
- Additional information on memberships related to continuing education, department cards, alumni, visiting scholars, OLLI and conference access can be found here.
- Children and dependents (under 18) of a UD ONEcard holder may only access the building with their parent or guardian and must stay with their parent or guardian while in the building.

b. Who Does Not Need to Show ID

- Campus visitors: prospective students and their parents. (track total attendance through Fusion)
- Spectators for UD Athletic contests, external rentals or Club Sports competitions. (track total attendance through Fusion)
- Special groups (Summer Camps, Rock Wall, facility renters) – MUST BE ON SCHEDULE AT FRONT DESK. Should be a list of attendees. – (track total attendance through Fusion)
- Non UD business people conducting business with CSB staff (e.g. deliveries, visitors to facility, etc.) (call to verify)

c. Fair Warning System

- If someone enters the building and does NOT have the UD ID card, front desk staff will verify their access using Fusion. This is only permitted THREE TIMES.
- Fourth time without ID – no admittance.

d. Guest Policy

- Applies only to non-UD patrons wishing to use the recreation facilities.
- All guests MUST enter with and be accompanied by an eligible CSB user for the duration of their visit.
- Each eligible user is allowed two guests per day.
- The guest fee is $10.00. Credit card is the only accepted payment option.
- Guests may not check out equipment.
- Guests will need to show a photo ID.

e. Card Sharing

- Card Sharing is prohibited.
- If the photo on the card does not match the individual presenting the card to the front desk, the card will be immediately confiscated.
- There will be NO initial warning, this will be immediate action with no recourse and the individual presenting the card will be asked to leave the facility.
- Only the individual's name that appears on the confiscated card may claim the card at The Carpenter Sports Building during regular business hours.
- Patrons are required to be in possession of their UD ID for the duration of their time in the facility.

3. ATTIRE

a. Facility Attire

- Athletic/Exercise attire and footwear is required at all times.
  - When moving through all ranges of motion, tops must fully cover the chest area and shorts must be long enough to cover the buttocks and groin area.
  - Clothing that is sheer, mesh and/or transparent in nature must not expose the chest, buttocks, or groin area.
  - Attire that could damage the equipment is prohibited.
  - Athletic footwear must be rubber-soled and non-marking.

b. Pool Attire

- Clean appropriate swimwear is required.
- The following are not considered swimsuits:
  - Mesh shorts
  - Cut-off pants
  - Undergarments of any type
- Females must have breasts, groin and buttocks covered at all times (exception: when in the locker room)
- Males must have groin and buttocks covered at all times (exception: when in the locker room)

- All persons wearing diapers or of diaper-wearing age must wear swim diapers or tight-fitting rubber or plastic pants that will contain fecal matter and prevent it from entering the pool.

c. General

- Clothing with visible blood must be removed and placed in a biohazard bag. The participant must have a replacement article of clothing to remain in the facility.
- Clothing with offensive or profane language, designs, or pictures is not acceptable.

4. FACILITY POLICIES

a. Code of Conduct

- In concert with Campus Recreation's Mission, it is expected that each participant using Campus Recreation facilities will adhere to the following Code of Conduct:

"Participants will conduct themselves in such a way as to foster an atmosphere of fair play and mutual respect. Each participant will follow Campus Recreation's policies and procedures. Mutual respect demands that every participant and visitor be treated with dignity and respect."

- Participants are responsible for their conduct and the conduct of any guests. Non-inclusive examples of prohibited acts:
  - Any degrading statements or profanity directed towards staff or others
  - Any misuse of equipment of the equipment or the facilities
  - Fraudulent use and sharing of the UD ID
- Campus Recreation staff is hereby authorized to expel violators from the area or the facility for violations to the Code of Conduct.
- Depending on the severity of the incidents, further action may be initiated by Campus Recreation.
  - Written Warning
  - Suspension of Recreational Facilities access
  - Referral to the Office of Community Standards and Conflict Resolution or University Police
- Campus Recreation has the responsibility for interpretation and enforcement of the preceding rules of conduct. The infractions and penalties are subject to change without notice and can be weighed on a case-by-case basis. The University and Campus Recreation reserves the right to sanction at whatever level is appropriate for the offense.

b. General Policies

- Disassembling and/or moving equipment that has been set up is not permitted.
- Animals are prohibited in any recreation facilities. (Exception – service animals.)
- Bikes are <u>never</u> permitted in CSB.
- Roller blades must be removed and skateboards carried when entering CSB.
- Locks should not be left on lockers overnight other than rented lockers, any non-rented locks will be cut off at the end of the night.
- Food, beverages are only permitted (with permission) in the Student Lounge or in the immediate area around the vending machines.
- Electric bikes, scooters and skateboards are prohibited inside the Campus Recreation facilities.

c. Gymnasium Policies

- The gymnasium courts are for basketball, volleyball, indoor soccer, pickleball and badminton. Other activities are subject to approval by Campus Recreation staff.
- No hanging on the rims or nets at any time.
- No shooting at baskets while a full-court game is in progress.
- No kicking basketballs or any other balls in this area.
- Deliberate abuse of the walls, ceilings, equipment, etc. is not permitted.
- Street shoes or black-soled sneakers are not permitted.
- Dance shoes (Ballroom Dance) are only permitted if they are not worn outside.
- Tape is not permitted on any walls or on the floors of the gyms.
- The CSB does not allow climbing on walls, lights, support structures, etc. to retrieve balls. Report this to the Building Supervisor on duty who will make note of it on the Building Supervisor log.
- Sound systems are off limits unless prior arrangements (including rental) have been made with the Director's office.
- "Small ball" activities (baseball, softball, lacrosse, etc.) are prohibited in all gyms.
- Floor hockey is prohibited in all gyms.
- Kicking balls (including "Kick Ball" game) is allowed in Gym 2, only.

d. Fitness Center Policies

- All minors must be at least 16 years of age and must be under the direct supervision of their parent/guardian at all times.
    - Exception- Enrolled UD students require no adult supervision
- Participant belongings should be stored in the lockers, not on the floor of the fitness center.
- Participants are not to leave any personal belongings behind the desks. Staff members are not responsible for personal belongings left in the Fitness Sites.
- Only UD Personal Trainers are allowed to personal train other students/staff.
- The elevator use should be limited to those that need to use it, moving equipment etc.
- Equipment must be kept clear of the fire exits. It is the staff members' responsibility to move any equipment that may block an emergency exit.
- Permission must first be obtained from administration for any video recording within the facility.
- Please do not lean on or throw any objects over the railings.
- Please do not touch or lean on windows.
- The track may be used ONLY for walking, jogging or running.
- Walkers must use the outside lanes and joggers/runners use the inside lanes.
- Return all equipment to proper storage areas immediately after use.
- Participants will at all times respect these posted policies, the staff, fellow participants and the equipment.
- Water, in a closed container, is permitted; however, gum, food or other drinks are not permitted.
    - If a participant would like to have a snack before, after or during their workout they must step outside of the fitness facilities to do so.

i. Cardiovascular Equipment

- Hand weights and dumbbells are not permitted on cardiovascular equipment.
- There is a 30-minute limit on all cardiovascular equipment when others are waiting.
- According to ACSM, maximum cardiovascular benefits are received by doing 20-60 minutes of aerobic exercise. After 60 minutes, the benefits diminish. It is therefore Fitness policy that participants do not use cardiovascular equipment for longer than 60 minutes per day.

- The fitness staff will determine when to enforce time limits.
- Personal items, such as sweatshirts and additional articles of clothing, should not hang on cardiovascular and weight equipment. Items can fall and become lodged in moving equipment, such as treadmills.
- Patrons must wipe down machines after use with the provided wipes and cleaning solution.

ii. Weight Training

- All weight training should be performed in a controlled, safe manner. Dropping, slamming, or bouncing of weights is prohibited.
- Any participant engaging in Olympic lifting exercises must use bumper plates.
- Participants using chalk must clean up after themselves..
- Spotters are recommended for all lifters.
- All free weights and dumbbells must be returned to appropriate racks when finished.
- Weight collars (plate restraining devices) are required on the ends of plate loaded barbells.
- Weights and bars of any kind should not lean up against the walls, pillars, equipment, or mirrors.
- Use of a weight belt for heavy or powerlifting is recommended.

iii. Group Fitness

- Only approved activities are permitted in group fitness rooms.
- Non-marking, closed toe shoes are required.
- Patrons are not permitted to move or use the audio equipment or the mixers.

Special Note

For your own health and protection, it is strongly recommended that patrons wipe down the fitness equipment before and after each use.

e. Natatorium Policies

- The University of Delaware lifeguards have the right to remove anyone for behavior deemed unsafe or inappropriate.
- The University of Delaware lifeguards have final authority on all matters concerning the safety and emergency situations in the aquatic facilities until relieved by proper authorities.
- The use of any University of Delaware pool is prohibited unless supervised by a University of Delaware lifeguard or authorized coach.
- Young children must be supervised by an adult or coach at all times.
- Only United States Coast Guard approved flotation are to be used by non-swimmers.
- Recreational use of the diving boards is prohibited without prior approval from the Aquatics Manager.
- Use of starting blocks is prohibited for recreational swimming.
- Animals are not allowed in any pool or pool area except for the express purpose of assisting or aiding persons with disabling conditions.
- No food or beverages allowed in the pool area except water in plastic bottles. Guards must keep food in the guard office.
- No glass on pool deck.
- Individuals with open wounds, sores or skin infections are not permitted in the pool at any time.
- No throwing toys or other items that may cause injury.

- Rough play, running, shoving or general horseplay is not permitted.
- No Profane language.
- No Street shoes.
- Persons under the influence of alcohol are strictly prohibited.
- No Hanging or playing on lane lines.
- Use of scuba gear during open swim is prohibited.
- EMERGENCY ALERT SYSTEM = **3 whistles.**

Special Note

Delaware Department of Health:
All persons using the swimming pool shall take a cleansing shower bath in the nude, using warm water and soap and thoroughly rinsing off all soap suds, before entering the swimming pool room or enclosure. A bather leaving the pool to use the toilet shall take a second cleansing bath before returning to the swimming pool room or enclosure. Any person having an infectious or communicable disease shall be excluded from the swimming pool. Persons having any considerable area of exposed sub epidermal tissue, open blisters, cuts, etc., shall be warned that these are likely to become infected and advised not to use the pool. Spitting, spouting of water, blowing the nose, etc., in the swimming pool shall be strictly prohibited.

f. External Swimming and Diving Club Policies

- All members of the external swimming and diving clubs and their parents must present their Badge to the front desk attendant upon entry.
- If a parent forgets their badge they are not granted access into the building, they must return at the conclusion of practice to retrieve their children.

g. Rock Wall Policies

- All users will follow the instructions of the climbing wall staff.
- Anyone under 18 must have adult supervision.
- Only climbing wall staff may change or install holds.
- Food and drinks are not permitted in the climbing gym.
- Full shoes must be worn. No bare feet, open toes, open heels, or sandals permitted.
- Climbing shoes are recommended but not required.
- Personal belongings should be secured in lockers. Gym bags, backpacks, etc. are not allowed inside the climbing room.
- Hanging boards are not permitted without staff permission.
- Bouldering should be done at a height no more than the bouldering wall.
- Spotters must be used for bouldering.
- The climbing room is not to be used without trained staff present.

Special Note

Failure to abide by these policies will result in a one-time warning. Subsequent offenses could result in suspension from the wall. These rules are made for the safety of all participants and the longevity of this facility.

h. Racquetball & Squash Court Policies

- Reservations will be accepted no earlier than 1 day in advance. Reservations must be made through Fusion.
- Courts may be reserved for one hour at a time.
- Eye protection is strongly recommended.

i. Outdoor Facility Policies

- For use by the University of Delaware community ONLY.
- Use of outdoor facilities by external groups/users by reservation only. Signed Campus Recreation Waivers or Certificate of Insurance required at time of reservation.
- Non-University use without prior authorization from Campus Recreation is considered trespassing. Authorities will be notified.
- Valid UDID card must be presented upon request
- Use of drugs or alcohol is strictly prohibited
- Food, sports drinks, seeds, and gum are not permitted
- Use of generators or combustibles of any kind is prohibited
- No staking or puncturing of facility surfaces
- No bicycles, scooters, skateboards, or vehicles
- No pets
- Use at your own risk
- IN CASE OF INCLEMENT WEATHER IMMEDIATELY STOP ACTIVITY AND SEEK SHELTER

Special Note

Frazer Field is only available during open building hours. Access to the turf is only by the fire lane that runs between the building and the railroad tracks.

j. Locker Rooms

- For everyone's safety, glass containers are not permitted in the locker rooms.
- WARNING—Wet surfaces in the locker room may be slippery. Caution should be exercised on wet surfaces.
- Suspicious behavior in the locker rooms should be reported to the Front Desk Staff.
- Campus Recreation is not responsible for lost, stolen, or damaged personal property.
- Daily lock rentals are available at the Equipment Desk.
- Men's and Women's Employee Locker Rooms are available only to those who currently are renting a locker in those areas. A passcode is required to gain access to the Employee Locker Rooms.
- DISCRETION SHOULD BE USED WHEN BRINGING CHILDREN OF THE OPPOSITE SEX INTO THE LOCKER ROOM WITH YOU. For example, bringing older boys (4 years of age and older) into the women's locker room is prohibited because it may offend some members or guests. A family bathroom/changing room is available next to the elevator outside of Gym 2 for these situations.

5. FACILITY PROCEDURES

a. Equipment Desk

- To obtain equipment, patrons must present a valid UD ID to the Equipment Desk attendant.

- Participants will be charged a fee for damaged or loss of equipment.
- Equipment must be returned prior to closing time.

b. Towel Service

- Towel service is available to all members.
- Towels are issued at the Front Desk.
- Locker renters may obtain a fresh towel daily when a soiled towel is returned.
- Large and small towels are distributed as equipment.
- A $6.00 fee will be charged for a lost towel.

c. Daily Closing Procedure

The facilities are scheduled to close promptly on time. In order for this to happen, you should prepare to leave the facility 10-15 minutes prior to closing. You will receive a courtesy "Last Call" at or around 15 minutes prior to closing, asking you to prepare to exit the facility. Failure to follow this procedure may result in you forfeiting your privileges. At closing time, activity will cease and patrons should exit the building.

d. Lost & Found

- All lost and found items are retained at the Front Desk.
- Valuable items (as determined by Recreation staff) are logged and turned over to the University of Delaware Policy Department monthly.
- When the property that has been abandoned, found, removed, or unclaimed has an approximated value of $500 or when currency is found and amounts to a total of $50 (United States Currency or the equivalent value of another currency) the University of Delaware Police Department will be immediately notified and the property will be turned over to a University of Delaware Police Officer.
- Personal hygiene items including shampoo, soap, deodorant, etc. will be disposed of at closing time. Other items (ie. Clothing, footwear, etc.) will be kept 30 days and then disposed of.

e. Facility Requests

- Recreation facilities in Carpenter Sports Building and elsewhere on campus may be reserved by Registered Student Organizations (including sport clubs) and University departments.
- Every attempt is made to accommodate all users' needs, but facilities are limited. Due to this, a reservation is not guaranteed with application. Early application will increase the chances of getting the facility that is needed. Submit an "Application for Use of Recreational Facilities" form AT LEAST 10 days in advance.
- For non-University groups requesting facility access, the following will be required: A University Facility Use Agreement, a Certificate of Liability Insurance naming UD as additionally insured, Protection of Minors (if applicable) and payment for the rental fee.

Special Note

Larger events that require additional staffing require more lead time.

6. REFUND POLICY

a. Program Cancellation Due to Low Enrollment:

- If a registration minimum is required for a program to occur, and that minimum is not met, registrants will be provided a full refund.

b. Refund Requests Before the Program Start:

- **More than One Week Before Program Date:** Registrants will receive a full refund, less a 5% transaction fee.
- **Less than One Week Before Program Date:** Registrants will receive a partial refund of 50% of the program cost.

c. Refund Requests After the Program Begins:

- No refund will be provided.

d. Private Swim Lesson and Personal Training Refunds:

- Private swim lesson packages expire at the end of the academic semester in which they are purchased. Unused lessons will not be refunded.
- Personal Training Packages have no expiration date, thus unused sessions will not be refunded.

Special Note:

Not all services purchased through Campus Recreation are eligible for refund. For confirmation please contact the administrator for the respective program.

7. SOLICITATION

Solicitation is prohibited in the Carpenter Sports Building or on any Campus Recreation property unless authorized by the Director.

8. PHOTOGRAPHY & FILMING POLICIES

a. Media/Commercial Access

- Media access is allowed in most facilities operated by Campus Recreation. Media access is defined as media obtained or reproduced for use by a third-party media outlet that is not affiliated with the University of Delaware. Usage includes published material produced.
- To respect the privacy and security of students, members who utilize the University of Delaware Carpenter Sports Building and fields, Campus Recreation permits closely monitored still and video photography. Campus Recreation supports and recognizes the need of students who require filming as part of their academic coursework.
- The policies stated in this document address filming and photography for non-commercial use by individuals who are members of the Carpenter Sports Building and of the media. These policies also apply to individuals who are employed by the University of Delaware. However, a photo request

form must be completed and submitted to the Director within 48 hours of the requested filming. These polices apply to photography and filming in all Campus Recreation facilities including:
  - Carpenter Sports Building
  - Outside areas and fields
  - Miscellaneous areas located on the University of Delaware campus where recreation events and programming occur
- Campus Recreation reserves the right to withhold or withdraw permission to photograph or to reproduce photographs of its Facilities, Members or those employed by Campus Recreation.
- Taking photos or video without the consent of the individual or without prior approval is cause for immediate removal and possible suspension from Campus Recreation facilities.

b. Academic Access

- Academic access is defined as photography or videography obtained for use or reproduction for academic coursework, class projects or for University promotions and information. Students, and employees of the University must submit a Photo Request Form to the Director, no later than 48 hours in advance of filming.

c. General Policies

- Photography and filming is not permitted in Recreation locker rooms or restroom facilities.
- All Photography and filming must take place during normal operating hours and must not conflict or interfere with normal use of programming and services by patrons.
- Prior permission by all subjects being photographed must be secured via a signed photo release. The photographer is to provide the release.
- Still photos and video that have been taken in the Carpenter Sports Building may be subject to the review of Campus Recreation.

d. Procedures

- Complete the Photography/Video Release form 48 hours prior to filming and send to the Director. You will be contacted to confirm your request. Business hours are Monday-Friday 9:00 a.m. to 4:30 p.m. Weekend and Holiday requests will not be addressed until the next business day.
- Once permission has been granted, please check in with the Front Desk upon arrival. A Front Desk Attendant will issue a Press Pass for all representatives. An appropriate identification, such as a Photo ID or Valid Driver's License must be left with the Front Desk Attendant until the Press lanyard is returned. The facility staff will have a copy of your request for verification.
- Press Pass must be visible at all times while in the facility. When entering various spaces, please check in with the CSB staff member on duty in that specific area.
- Photographers must seek permission from participants at informal sports areas before proceeding with photography/videography. A photo release must be provided by the photographer.
- For Group Fitness or Aquatic events, photographers must arrive 10 minutes prior to the start of the event and must inform the appropriate staff member of the exact details of the shoot. Any participant who does not wish to be photographed must have the ability to actively participate in programming without being photographed.
- Upon completion of the photo/film shoot, check out with Front Desk Attendant.