

SPRINGFIELD COLLEGE WELLNESS & RECREATION COMPLEX POLICIES

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POLICIES

Wellness & Recreation Complex

I. General Policies:

1. A valid and functioning Springfield College ID is required to enter the facility.
2. No gum, food or drinks, other than water in a closed container are allowed in the facility.
3. No open toed shoes will be permitted in the multipurpose rooms or fitness areas.
4. Cell phone use is not permitted in the building with the exception of the lobby areas.
5. All postings must be approved by Campus Recreation and will be posted on an assigned bulletin board.
6. There will be no posting or taping of any material on windows, doors, or walls in the facility.
7. Springfield College is not responsible for lost, stolen or damaged personal property.
8. Smoking and tobacco products are prohibited in the facility.
9. Alcoholic beverages and illegal drugs may not be consumed prior to or while using the facility. Individuals may not use the facility while under the influence of drugs or alcohol.
10. Bicycles, roller skates, rollerblades and skateboards are prohibited inside the facility at all times. Skateboards may be carried into the facility but not used.
11. Pets are prohibited in all facilities, except for guide animals.
12. No outdoor cleats can be worn in building.
13. Unauthorized photography and videotaping is prohibited. Authorization must be given by the Director of Campus Recreation.
14. Suggestion boxes will be located on-line at the Campus Recreation website (www.spfldcol.edu/campusrecreation).

15. Springfield College recreation/athletic facilities are not to be used for personal profit.
16. Springfield College reserves the right to ask individuals to produce valid identification at any time.

II. Eligibility:

A. College Community

1. Full time undergraduate and graduate students.
2. Full and part-time faculty and staff.
3. Aramark and Follett employees.
4. Part-time students and all SHS students with payment of applicable recreation fee.

B. Other Patrons*

1. Dependents of faculty and staff up to age of 22
2. Spouses/partners of full-time faculty, staff, and students.
3. Retired full-time faculty and staff.

*Individuals listed in category B must fill out a Patron Information form.

*Dependents (of faculty and staff) between the ages of 18 and 22 are required to obtain a Springfield College ID card.

III. Eligibility Policies:

A. Family Policies

1. Spouses, partners and dependents of faculty and staff must complete a patron application. This form can be obtained on-line on the Campus Recreation website (www.spfldcol.edu/campusrecreation) or at the Campus Recreation office. Approval may be required before ID is issued.
2. Dependents under the age of 18 must have a parent or guardian sign the patron application.
3. Dependents 18 years of age or older are permitted in all the areas of the facilities.

4. Dependents 17 years of age or younger need to be with their sponsor at all times and are not permitted to use the fitness areas and climbing wall.
 5. Eligibility is automatically terminated if the primary Springfield College affiliate is no longer an employee of the college.
 6. Springfield College recognizes dependents as defined by the Commonwealth of Massachusetts.
 7. Campus Recreation reserves the right to require proof of dependency.
 8. Spouses/partners of faculty and staff will be required to show proof of cohabitant, i.e. driver license, household bill with the same address as spouse/partner.
 9. Dependents 18 years of age or older will have to purchase a Springfield College ID card.
- B. Returning students that are pre-registered for fall semester will be granted access during summer sessions.

IV. Benefits:

A. College Community

1. Un-restricted access to all facilities and programs.

B. Other Patron

1. Use of the Linkletter Natatorium.
2. Walking or jogging on the Field House indoor track.
3. Use of cardiovascular and strength fitness equipment.*
(Must be 18 or older)
4. Use of racquetball and squash courts.
5. Recreational climbing on the climbing wall.*
(Must be 18 or older)
6. Participation in open recreation activities.
7. Use of the locker rooms and day lockers.
8. Equipment checkout.

9. Participation in group exercise classes and wellness programs.*
(Must be 18 or older)
10. Access to personal training services.*
(Must be 18 or older)
11. Services in the Wellness Resource Center.*
(Must be 18 or older)

*Access to programs maybe limited based on college community participants.

V. Guest Policies:

1. Full-time faculty, staff and students will be limited to one guest per entry to the facilities. The guest fee is \$5.00.
2. Guest fees will be charged to the sponsors' Springfield College ID at the welcome desk(s).
3. Guests under the age of 18 are not permitted in the fitness areas or climbing wall.
4. Guests must present a photo ID at the welcome desk and sign an informed consent form before entering the facility.
5. Sponsor assumes full responsibility for all actions and behaviors of his/her guest.
6. Campus Recreation reserves the right to refuse admittance to any guest.
7. Requests for groups or parties must be made to the Director of Campus Recreation at (413) 748-3284.
8. Guests are not permitted to participate in organized Campus Recreation programs.
9. Full-time faculty, staff and students are the only eligible participants that can sponsor a guest.

VI. Locker Room Policies:

1. No cell phone use in locker rooms.
2. Lockers are issued for faculty and staff free of charge on a first come first served basis at the Campus Recreation office.
3. After October 1st any remaining lockers may be released to graduate students.

4. All issued lockers **MUST** be cleaned out at the end of every year for regular maintenance and cleaning.
5. Children 5 years of age and older may not enter an opposite gender locker room.
6. Locker owners will be asked on an annual basis if they will keep their locker.

VII. Day Locker Policies:

1. Provide your own lock.
2. Personal locks may **NOT** be left on lockers overnight. All locks must be removed 15 minutes prior to facility closing.
3. If lockers are not cleared by closing time each day, Campus Recreation staff will cut the lock and remove all items in the lockers. All items will be kept in lost and found for 14 days. After 14 days, all abandoned locker contents will be donated.
4. Lost and found items should be turned into the Wellness Center welcome desk.

VIII. Equipment Checkout/Policies and Procedures:

1. A Springfield College ID is required to checkout equipment.
2. Recreation equipment checkout will be issued at the PE Complex welcome desk. A Springfield College ID must be left at the desk and will be issued back once equipment is returned.
3. Equipment must be returned at least 15 minutes prior to closing time.
4. Individuals will be charged for damaged or lost equipment.
5. Sponsors may check out equipment for their guests, but assume full responsibility for equipment issued.
6. Special requests for equipment must be made 48 hours in advance to the Intramural Office at (413) 748-3613.
7. All patrons requesting equipment will be required to complete a rental agreement form.

IX. Fitness Area Policies:

1. Books, bags and other belongings must be placed in a locker.
2. Equipment should only be used for its intended purpose.
3. Report all injuries and any equipment concerns to a staff member.
4. Wipe off controls, seats, pads and railings before and after using equipment.
5. If you are performing multiple sets on a piece of equipment please allow others to work in with you.
6. The use of weight collars for all barbell exercises is required.
7. The use of chalk is not permitted.
8. Re-rack all weights in the designated spaces.
9. Do not drop weights on the floor.
10. Exercises that cannot be performed in a safe manner or pose any risk to others prohibited.
11. Do not remove free weights from the free weight area.
12. Removal of equipment from fitness area is prohibited.
13. Fullback shirts and protective footwear are required at all times. Pinnies are available for check out at the PE Welcome Desk.
14. Read the Physical Activity Readiness Questionnaire (PAR-Q) before participating in any activity.
15. Warming up and cooling down is recommended.
16. Participants are encouraged to complete an equipment orientation. If you are not familiar with a piece of equipment, please ask one of the staff members for assistance.
17. It is recommended to use a spotter or ask a staff member for help with free weight exercises

X. Multi Purpose Rooms Policies:

1. Use of Multi Purpose rooms is limited to academic classes and Campus Recreation programming.
2. Individual reservation/use of the Multi Purpose room is prohibited.
3. Only authorized personnel are allowed to use equipment in storage areas.
4. Unscheduled organized programs/activities are prohibited.
5. Campus Recreation will approve footwear for particular programs or classes.

XI. Facility:

1. Reservation requests for recreation/athletic facilities can be made by using the template located on the Campus Recreation homepage (www.spfldcol.edu/campusrecreation).
2. Reservation request forms may be completed and submitted by email or in person to the Campus Recreation office.
3. Questions can be directed to Assistant Director of Campus Recreation for Facilities and Scheduling at (413) 748-3445.
4. Requests DO NOT guarantee that a room or facility will be reserved.
5. All standard policies and procedures apply to all groups.
6. Supervision of all groups reserving the facility is required by Springfield College.
7. Supervision ratios depend on the event and activity and costs of \$12-\$15 per hour per staff member will be included with the rental cost.
8. A 10-15% surcharge for facility/equipment depreciation will also be included with the rental cost depending on the facility or equipment used.

XII. Gymnasia Policies:

1. No tape is allowed on the Field House floor.
2. Tape on wood floors must be approved by Campus Recreation/Athletics. Approved tape should be replaced every two weeks.
3. Kickball is not allowed in any indoor facility.

4. Grabbing or hanging on the nets or rims is prohibited.

XIII. Open Recreation Policies:

1. Basketball: Games are played to 11 points, win by two. Winners stay, losers rotate off. Winning teams may stay on the court for no more than TWO consecutive games.
2. Fullback shirts are required at all times. Colored pinnies are available for check out at the PE Welcome Desk.
3. During open recreation Field House courts #3 and #4 maybe used for sports other than basketball. Campus Recreation staff has the right to adjust open recreation activities. Activities requiring additional equipment and set up will be intentionally scheduled on a semesterly basis.
4. Campus Recreation staff has the right to adjust open recreation activities in order to accommodate other users.
5. The open recreation schedule will be determined based on institutional priorities. Campus Recreation staff will set-up and break down open recreation equipment.

XIV. Field policies and Supervision:

1. Students may use field space for open recreation and should be prepared to present an ID at any time.
2. Fields are for students, faculty, and staff use.
3. Off campus groups or non students can request to reserve the field for a fee by calling the Office of Special Programs at 748-5287.
4. Organized events by students can be scheduled by calling the Office of Campus Recreation at 748-3445.
5. Campus recreation facility staff (roamers/supervisors) is to check the fields every shift using the Astra schedule.
6. Staff is to call Public Safety if a non-student group is using the field that is not on the Astra schedule.
7. No Pets.
8. No Cleats longer than ½” and No Metal cleats (*Violations of this kind void the warranty*).

9. No Food, including no gum, sunflower seeds, soda or Gatorade.
10. No chewing tobacco.
11. No Jumping the fence: Use the gates.
12. No Golf or Golf Carts on the playing surfaces.

Vehicles are not allowed to drive onto the asphalt at Stagg Field.

Appropriate Activities:

1. Soccer
2. Field Hockey
3. Lacrosse
4. Football
5. The following activities shall be limited, and require specific additional equipment and approval:
 - Baseball
 - Softball

XV. Attire:

1. Non-marking athletic shoes are required in all activity areas.
2. Protective footwear is required in fitness areas.
3. Eye guards are recommended in racquetball/squash areas.
4. Full back shirts are required at all times (except in pool).

XVI. Indoor Jogging Track:

1. Walkers are encouraged to use outer three lanes.
2. Runners are encouraged to use inner three lanes.
3. Faster runners have the right of way.
4. Stretching areas are located in various areas around the track-walls.

5. The track is available unless exclusively scheduled for athletics or special events.
6. No track shoes allowed outside of track area.

XVII. Personal Belongings:

1. Personal belongings must be secured in day lockers.
2. Unsecured belongings will be considered abandoned property and turned in to lost and found.
3. Lost ID's should be turned into the Wellness Center Welcome Desk.

XVIII. Conduct:

1. Springfield College's Code of Conduct applies at all times.
2. Students may be subject to further college disciplinary action as outlined in the Springfield College Code of Conduct.
3. Specific sanctions and the following are suggested sanctions. More severe sanctions may be imposed at discretion of Campus Recreation department and/or the Coordinator of Judicial Affairs
 - a. Student uses an ID other than their own to enter the wellness and recreation complex;
 - i. First infraction; one month suspension from use of the Wellness & Recreation Complex.
 - ii. Second infraction; suspended for one semester from use of the Wellness & Recreation Complex.
 - iii. Third infraction suspended from use of the Wellness & Recreation Complex for period of one year.
 - b. Student verbally abuses staff member for enforcing policy
 - i. First infraction; two month suspension from use of Wellness & Recreation Complex.
 - ii. Second infraction; one semester suspension from use of the Wellness & Recreation Complex.
 - iii. Third infraction; one year suspension from use of the Wellness & Recreation Complex.
 - c. Student uses profane language and/or exhibits threatening behavior toward a student staff member;

- i. First infraction; minimum one semester suspension from use of the Wellness & Recreation Complex.
 - ii. Second infraction; one year suspension from use of the Wellness & Recreation Complex.
- d. Student disregards directive from student staff upon entering the facility (i.e.: jumps turnstile, slides past turnstile) or behaves disrespectfully towards that student staff member;
 - i. First infraction; two month suspension from the Wellness & Recreation Complex.
 - ii. Second infraction; one semester suspension from the Wellness & Recreation Complex.
 - iii. Third infraction; one year suspension from the Wellness & Recreation Complex.
- e. Student exhibits disrespectful behavior or any of the above infractions with professional staff member;
 - i. First infraction; minimum one semester suspension from use of the Wellness & Recreation Complex and referral to Dean of Students' office for further discipline.
 - ii. Second infraction; one year suspension from use of the Wellness & Recreation Complex and referral to Dean of Students' office for further discipline.