# Department Mission, Goals, Objectives

The Department of Recreational Sports serves both the MCV Campus and the Monroe Park Campus of Virginia Commonwealth University. The operation is housed in two facilities including the Cary Street Gym and the MCV Campus Recreation and Aquatic Center. The department also operates programs out of the Outdoor Rental Center, the Cary Street Fields, the Mary & Frances Youth Center, and the Thalhimer Tennis Center.

## Department Mission

The Department of Recreational Sports enhances the University mission by supporting the personal development and well-being of the members of the University community through the provision of diverse recreational, social, educational and leisure-oriented programs. These programs enhance the quality of life on campus, foster the worthy use of leisure time through the development of lifetime sports skills, and promote the value of recreation and wellness in creating and maintaining a healthy and productive life.

## Goals

In support of this mission, the office has established the goals:

1. To provide and effectively manage high quality facilities, equipment, programs and personnel that provide a supportive and safe environment for positive recreational experiences.

2. To provide employment and volunteer opportunities and educational experiences for students to develop leadership and management skills and a commitment to lifelong learning.

3. To provide diverse programs and services designed to be responsive to the needs of the students, faculty and staff.

4. To participate in orientation programs which assist in the recruitment and retention of students, faculty and staff.

5. To emphasize responsible behavior and cooperation for participants in the programs and users of facilities and services.

## Objectives

Objectives which may aid us in this challenge are:

1. To provide effectively supervised facilities for individual men and women to participate in recreational and social activities on a drop-in and/or reservation basis.

2. To assist students with the design and implementation of campus and recreational programs responding to the identifiable wants and needs of students.

3. To provide supervised recreational space for student organizations to utilize on a reserved basis.

4. To provide supervised recreational space for men's, women's and co-recreational intramural and sport club activities.

5. To provide supervised recreational space for non-credit instructional programs.

6. To administer policies and procedures to support programs and operations.

7. To develop self-awareness programs for individuals.

# Membership Guidelines

## Membership/Eligibility Guidelines

The Recreational Sports membership includes:

- Access to all facilities managed by Recreational Sports during all published hours of informal recreation
- Access to all Recreational Sports' sponsored programs
- Ability to sponsor guests for a fee on a daily basis
- Free daily use locker service
- Free sports equipment checkout service
- Access to shower towels
- Free group exercise classes
- Access to the Thalhimer Tennis Courts and Mary & Frances Tennis Courts during published hours
- Family Weekend memberships available

**Students**

1. Currently enrolled students at Virginia Commonwealth University are eligible for full access to facilities and programs. This includes students from both the MCV Campus and Monroe Park Campus, full-time, part-time, graduate, undergraduate and special students. Non-fee paying currently enrolled students may join at the faculty/staff rate and pay by the semester.

2. Students who are not registered in summer session, yet were enrolled in the previous spring semester, are also considered eligible users for the summer.

3. Students are eligible to purchase a Plus One Membership on a semester basis. This member must be at least 18 years of age. This member must purchase a VCU ID Card.

**Faculty/Staff**

1. Currently employed faculty, administrators and staff of Virginia Commonwealth University are eligible to purchase a Recreational Sports membership for access to facilities and programs. This includes full-time, part-time, house staff, adjunct, emeritus, visiting and retired faculty, classified and hourly staff, employees of VCU Health System, and Virginia Biotechnology Research Park employees.

2. VCU Faculty and Staff who are not Recreational Sports members will be eligible to access facilities upon presenting a valid VCU staff ID card and paying a daily guest fee of $5. Cary Street Field passes must be purchased in advance at the Cary Street Gym. VCU Faculty and Staff who are non-members will also be eligible to participate in Outdoor Adventure Trips.

3. Selected full-time and part-time contract employees are eligible to purchase a membership.

4. New employees are eligible for a one month free trial membership if requested within the first four months of employment.

5. All faculty/staff who have not previously been Recreational Sports members are eligible for a one week trial membership.

6. Newly retired faculty and staff are eligible for one month free trial memberships within the first six months of retirement.

7. Faculty/Staff, MCV Physician staff, Retiree, Emeritus and Adjunct Faculty are eligible to purchase a Plus One Membership. This member must be at least 18 years of age. This member must purchase a VCU ID Card.

**Alumni**

1. Graduates of Virginia Commonwealth University are eligible to purchase a limited number of Recreational Sports memberships.

2. Alumni Association members displaying a membership card will receive a significant discount on a Recreational Sports membership

3. Alumni are required to purchase a VCU ID card.

4. Alumni are eligible to purchase a Plus One Membership. This member must be at least 18 years of age. This member must purchase a VCU ID Card.

**Plus One Membership**

1. Recreational Sports members can sponsor one other individual of their choice over the age of 18 as a Plus One member at an additional fee.

2. Plus One members are required to purchase a VCU ID card.

**Family Weekend Membership**

1. Recreational Sports members may purchase one adult family weekend membership for an immediate family member over the age of 18. This person must purchase a VCU ID card.

2. Recreational Sports members may purchase a child family weekend membership for each child under the age of 18 that said member lives with and/or is financially responsible for.
    a. Parents/guardians may also purchase a $5 daily guest pass for children on weekends. Requests to purchase more than four children's guest passes must be made in advance by calling 828-6397 Monday – Friday 8 am – 4 pm.

3. Parents/guardians are responsible for the supervision and actions of their children at all times. An adult over the age of 18 must be present in the activity area in which the child is located. Parents are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.

## Guests

1. Each eligible user is entitled to sponsor one (1) guest per day for $10 per day, or $5 if the guest has a valid ID from another college/university or has a military ID.

2. Guests must be at least 18 years of age and have valid picture identification. Guest passes are valid at all Recreational Sports facilities. Guests must bring their receipt if they visit another facility than the one at which they purchased the guest pass. Exceptions to the one guest guideline must be made in advance of the date of request to the Associate Director or other designee for approval.

3. Guest must be accompanied by their sponsor at all times. Guests may not remain in the facility after their sponsor has left.

4. A sponsor is responsible for the actions of his/her guest. Unacceptable behavior may result in immediate revocation of the guest's pass and revocation of the sponsor's privileges.

5. Guests must register at the service desk to gain access to the facility. The appropriate guest fee must be paid.

6. If a guest leaves with a sponsor and then returns on the same day with another sponsor, an additional guest fee must be paid before entering the facility.

7. Recreational Sports reserves the right to refuse to admit a guest.

## Spectator Pass

The following guideline was developed to handle spectator requests for Recreational Sports Indoor Facilities:

For Aquatics/Intramurals/Informal Recreational/Sport Clubs/Other

Non VCU Students or Non Recreational Sports members desiring access to spectate Aquatics/Intramurals/Informal Recreational activities must have a VCU Recreational Sports Spectator Pass. Spectator passes may only be obtained by VCU Students or VCU Recreational Sports members. To obtain a spectator pass contact the appropriate VCU Recreational Sports program staff member a minimum of 24 hours in advance.

Aquatics – Carrie Schroeder 827-0319, caschroeder2@vcu.edu
Intramurals – Bob Fankhauser – 828-1146, rafankhauser@vcu.edu
Informal Recreation – Karen Carden 827-0323, krcarden@vcu.edu
Friday/Saturday Night Reservations– Karen Carden 827-0323, krcarden@vcu.edu
Sport Clubs – Anne Z. Brown 828-6220, azielinski@vcu.edu
All other requests – Tom Diehl 827-0322, tdiehl@vcu.edu

Spectator passes are not available the day of the activity. Entrance may be obtained by being sponsored by a VCU Student or a VCU Recreational Sports member and paying the appropriate fee. The guest fee is $5 for persons possessing a valid I.D from another college/university, a member of the military or if they are VCU faculty/staff sponsoring themselves. For any other individual the guest fee is $10 and requires a VCU Student or VCU Recreational Sports member as a sponsor.

Recreational Sports only accepts credit/debit cards and checks. Cash is not accepted.

## Special Members/Guests

1. All requests – Tom Diehl 827-0322, tdiehl@vcu.edu

2. Requests for facility use privileges for visiting students who are not enrolled at VCU, but are interning or involve in special research, etc. and/or visiting faculty/staff should be submitted to the Director of Recreational Sports on the sponsoring department's letterhead. Each request will be considered on an individual basis and appropriate fees charged.

## Conferences

1. Requests for facility access for University-sponsored clinics, workshops, or conference attendees should be submitted to Conference Services on the sponsoring department's letterhead.

2. Approved conference groups will use conference identification cards as identification for facility access. The conference host will have the option to pay conference rates for the group in advance or require each conferee to purchase a Recreational Sports membership.

## Membership Cancellation

Requests for membership cancellation must be sent in writing to the Membership Coordinator. Cancellations are guaranteed when employment ends and an employee is no longer eligible for membership, proof of relocating from Richmond, and/or medical reasons. All other requests for cancellation will be handled on a case-by-case basis. All approved cancellations will be processed at the end of the month in which the request was received. A $36.00 cancellation fee or three month's membership rate, whichever is great, will be assessed in addition to the membership fee that was due at the time of cancellation.

### Admittance Guidelines

1. All eligible users must present a valid VCU ID to enter the facilities. A speed pass is available to members who wish to register for this service.

2. Each member is allowed access two times without their VCU ID, provided they have another form of picture ID. Upon the third attempt without a VCU ID, access will be denied. If desired, access may be obtained as a guest if sponsored by a member and by paying a non-refundable guest fee. Normal guest guidelines will be in effect.

3. Appropriate fees must be paid prior to admittance.

4. Lost or stolen IDs or membership cards must be replaced by the user. A fee will be charged for replacement of membership cards by the VCUCard office.

5. VCU ID cards are the property of VCU and will be confiscated if altered or misused. Violators will be referred to the proper authorities.

6. Recreational Sports membership cards are the property of the Recreational Sports Department. Misuse or falsification of the Recreational Sports Membership card is prohibited. Violators will be referred to the proper authorities.

## Locker Guidelines

Day-use lockers are available on a first come, first served basis, in all facilities and pools, free of charge.

Permanent lockers in the Cary Street Recreation Complex, MCV Campus Recreation and Aquatic Center and may be rented to students and Recreational Sports members on a semester or annual basis.

1. Each eligible user may only obtain one locker per facility from the department.

2. Locker rentals contracts will expire on August 31, January 15 or May 15.

3. Lockers are issued as they become available. Participants must sign and abide by terms specified in the locker contract.

Items left in the day-use lockers overnight and items left in permanent lockers beyond the locker assignment expiration date will be removed by the staff and stored for thirty days. At that time, unclaimed belongings are treated as lost and found items.

## Liability of Risk

Individuals are reminded that they are responsible for their health and should have medical approval prior to engaging in activities in the Recreational Sports facilities. It is highly recommended that individuals have medical insurance.

In the event of any injury, the injured party is responsible for payment of all ambulance, emergency, and/or medical charges for treatment received.

## Conduct

### Code of Conduct

Recreational Sports members and guests assume the obligation to conduct themselves in a manner compatible with VCU's Code of Ethics. Participants are expected to be courteous to other facility users and employees and to follow the rules, policies, and safety instructions outlined by Recreational Sports. Facility users who engage in behavior or actions that might damage equipment or facilities, or pose a threat to the safety and well-being of themselves or others may lose their privileges. The staff and participants of Recreational Sports appreciate your cooperation in making our facilities a friendly and positive environment for recreational and social opportunities.

All users are expected to adhere to guidelines and procedures approved for Recreational Sports. Use of facilities is a privilege and failure to adhere to the printed rules and directions of the staff governing participation, lockers, towels, equipment, dress, reservation of areas, smoking, food and drink, and conduct will result in administrative and/or disciplinary action, including cancellation of privileges.

Student conduct rules, city codes, statues of the Commonwealth of Virginia and Federal laws apply in the facilities. Student conduct rules are cited in the current *Insider (Student Handbook under the Rules and Procedures)* and any other sections which may be applicable.

## Offensive Words and Actions

Use of obscenity, lewd obscene or indecent behavior, insulting language or profanity is prohibited. Harassment and/or hazing of other members and/or staff 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. Spitting is prohibited. Patrons abusing this policy are subject to suspension from the facilities.

## Alcohol and Drugs

Recreational Sports facilities are alcohol and drug free. Members or guests suspected of being under the influence of alcohol or drugs shall be asked to exit. Smoking is prohibited within 25 feet of all facilities.

## Fighting

Any Recreational Sports member or guest who engages in a fight or attempts to fight shall be immediately ejected from the facility and is prohibited from using any Recreational Sports facility until they meet with the appropriate Recreational Sports staff. Fighting may include only one individual or more than one person if an individual does more than "protect themselves" by fighting back, hitting, retaliating and/or responding aggressively to heighten the altercation.

## Discipline

Any violation of Recreational Sports guidelines or VCU Rules and Procedures may result in disciplinary action, including but not limited to suspension from Recreational Sports facilities, permanent loss of Recreational Sports membership privileges, University sanctions, or criminal charges.

## Appeals

Members have the right to dispute discipline taken by the Recreational Sports staff. A written appeal of a decision must be submitted within one week (7 days) of notification of disciplinary action. Appeal letters should be sent to the Assistant Director, who shall evaluate the appeal. If an appeal is determined to be valid, an appeal hearing will be scheduled. A valid dispute must show either a misapplication or a misinterpretation of the guidelines, rules, or policy. All Recreational Sports members and guests are expected to read, know, understand and abide by Recreational Sports guidelines.

# General Guidelines

## General Guidelines Governing All Recreational Facilities

1. No activity area will be opened unless a qualified supervisor is on duty and swimming pools will be closed unless a qualified Recreational Sports lifeguard(s) is on duty.

2. Users will be required to present proper ID upon request.
3. Organized activities that are conducted during informal recreation hours, which are not sponsored by Recreational Sports, will not be permitted in any of the facilities without special permission.
    a. Only Recreational Sports Personal Fitness Trainers are allowed to train user in facilities.
    b. Only Recreational Sports Fitness Instructors or persons authorized by Recreational Sports professional staff may lead activities or teach classes.
    c. Only Recreational Sports Water Safety Instructors are allowed to teach swim lessons in facilities.

4. Selected activities require the exclusive use of Recreational Sports equipment only in order to protect the facilities (i.e. basketball, indoor soccer, kettle balls). Individual personal equipment will not be allowed.

5. Any and all facility systems and equipment (i.e. sound systems, lights, computers, phones, heating/air conditioning, pool controls, etc.) may only be used and/or adjusted by Recreational Sports staff according to current guidelines. Patrons should make requests for assistance from staff that will determine what accommodations can be made.

6. Food and drink are permitted in designated areas only, which are generally non –activity areas. Glass is not allowed on the pool deck.

7. The following will not be permitted in the facilities:
    a. Animals are prohibited from the facilities except those assisting disabled users
    b. Bicycles, skateboards, roller blades and roller skates or other items which can damage the facilities. Bikes should be parked in bike racks provided outside all Recreational Sports facilities.
    c. Any behaviors that are considered unhealthy or may damage the facilities (i.e. chewing gum, tobacco, spitting)
    d. Sitting or standing on the railings of the first and second floor balconies
    e. Radios, stereos or other personal listening devices without headphones, unless approved by the staff for use in specific areas

8. Facility users should not leave personal items in activity areas during recreational hours. Lockers are available on a daily use basis for storage. No staff member can accept personal items from facility users for storage.

9. VCU is not responsible for loss of property in facilities.

10. Accessibility
    a. Participants with disabilities should contact the Recreational Sports Department for assistance in using the facilities. Call TDD (804) 828-1120 or (804) 827-1100

11. All promotional materials not associated with the Recreational Sports Department are restricted to designated areas. Administration of the posting of materials is handled by the Recreational Sports Department.

12. All activities must cease at the posted closing time and participants wishing to shower and /or change clothes must exit the facilities within fifteen (15) minutes after the posted closing time.

13. The Recreational Sports Department reserves the right to make decisions on any interpretations pertaining to all guidelines and procedures. It also reserves the right to cancel programs and/or change facility hours of operation due to inadequate participation or availability of instructors/staff.

## Lost and Found

It is recommended that users do not bring valuables into Recreational Sports facilities. Any valuables brought in should be locked in lockers. Recreational Sports staff is not responsible for any lost, stolen, or damaged personal items.

Lost and found items are stored in the facility for thirty days. Any items not claimed in that time are given to charity. A record of items donated to charity is maintained so that the staff will be able to respond to questions regarding lost and found items.

Owners may claim their possession upon presentation of personal identification and a description of the missing article(s). Lost and found information is not given out over the phone.

## Dress

Apparel that is deemed damaging to the equipment or a threat to the safety of the individual or other participants may be prohibited. Shirts must be worn in all Recreational Sports facilities. For sanitary purposes, skin should not be allowed to come in contact with benches or any padded section of the weight machines. All clothing must exhibit good taste and basic decency, contain no obscene or offensive pictures.

When traveling from the locker rooms to the Aquatic Center, Recreational Sports requires proper attire (shirt/shorts or a cover-up and shoes). In order to maintain the proper health, safety and operational standards of the pool, it is necessary to regulate the attire of the swimmers as follows:

a. Females – Tank suits, two pieces, one piece and most other combinations of conventional types of bathing suits will be accepted. No cut-off shorts allowed.
b. Males – Tank trunks, boxer type knits (swimming style only), nylon cord and most combinations of conventional types of bathing suits will be accepted. No cut-off shorts allowed.

## Medical Clearance

VCU Recreational Sports reserves the right to require that a student or other users of Recreational Sports facilities or services provide written documentation of a physician's approval/release to exercise or otherwise participate in Recreational Sports' activities in the following situations:

a. At the discretion of Recreational Sports, a screening process reveals or identifies risk factors that could be incompatible with the requirements of participation in all Recreational Sports activities, and;
b. When a single incident of a serious health problem, issue of concern or repeated incidences of lesser problems or concern requires emergency medical response by the staff.

Any medical information will be kept confidential and access to the information will be limited to the appropriate full-time administrators who have a legitimate need to know.

## Inclement Weather

During times of inclement weather when the University is closed, Recreational Sports facilities will either close or operate on reduced hours. Members should call 827-1100 (Cary St. Gym) or 828-6100 (MCV Campus Recreational & Aquatic Center) for updates.

The Cary Street Field will close when thunder or lightning is present. It will remain closed 30 minutes after the last sound of thunder or sight of lightning. The field will also close when snow has accumulated on the field.

The aquatic centers will remain open when thunder or lightning is present.

The Thalhimer Tennis Center and the Mary & Frances Youth Center will close when the tennis courts are wet.

## Towel Usage

Recreational Sports does not provide workout towels for patrons. For hygiene purposes, members are highly encouraged to bring their own workout towel when working out.

Shower towels are available for a nominal fee from the service desk at Cary Street Gym and the MCV Campus Recreational & Aquatic Center.

## Equipment Checkout

Day use equipment is available for checkout with a valid VCU ID. Equipment must be checked in by the scheduled facility closing time. Late fees may be charged for equipment not returned by closing time. Individuals are responsible for returning all equipment in the same condition as it was when checked out. A fee will be charged for lost or broken equipment, but not for regular "wear and tear". For racquets, there is no fee for broken strings, but there is a fee for bent, gauged, or other frame damage.

Failure to pay late, damaged, or replacement fees will result in loss of privilege to rent equipment.

Some equipment is available for multiple day use – a deposit may be required. Multiple day use equipment is reserved in advance and returned on a specified due date to avoid late return or replacement charges. Multi-day use equipment can be rented from the Outdoor Rental Center.

Request for equipment for group usage must be made a minimum of one week in advance.

## Refund Guideline

To request a refund, contact the program supervisor to complete the necessary paperwork. Once approved, the process may take up to 45 days. Refunds will be given in the manner in which the purchase was made. Typically, refunds are not given after the first day of a program.

## Supervision of Children

Children under the age of 18 are allowed in all Recreational Sports facilities on Saturdays and Sundays only. Parents/guardians are responsible for the supervision and actions of their children at all times. An adult over the age of 18 must be present in the activity area in which the child is located. Parents are responsible for ensuring that children are participating in activities that are appropriate for their age and ability.

Youth five years of age and younger are permitted in the opposite gender locker rooms with adult supervision. Family changing rooms are also available for families.

# Facility Usage Guidelines

The Recreational Sports Department has the sole administrative responsibility for scheduling the Cary Street Recreation Complex – to include the Cary Street Gym, Cary Street Field, Outdoor Basketball Court, and MCV Campus Recreation and Aquatic Center. The following scheduling guidelines have been established.

## Usage Priorities

1. Informal Recreational Sports programs will receive first priority for all Recreational Sports facilities.

2. Intramural, Fitness, Aquatics and Outdoor Adventure will always have priority during time set aside for these programs

3. Sports Clubs that are considered Indoor Sport Clubs (Volleyball, Swimming, Table Tennis, Badminton and Basketball) will have the opportunity to be scheduled indoor time for practice (non prime time) and competitions.

4. Sports Clubs that are considered Outdoor Sports Clubs will not have the opportunity to reserve indoor time for practices or competitions.

5. Sports Clubs that are considered Outdoor Sports Clubs that have an Indoor Recreational Sports Component (Indoor Soccer, Indoor Lacrosse, Indoor Frisbee, Floor Hockey) will have the opportunity to be scheduled indoor time for practice (non prime time).

6. Academic classes offered by the Division of Health, Physical Education, and Recreation will be considered between 9:00 a.m. and 11 a.m. Monday through Friday on a case by case basis with Informal Recreation always having priority.

## Program Area Scheduling

Every program area is scheduled for specific informal recreation activities throughout the day and week. Some areas, such as the fitness centers, will be continuously available for their designated activity. Multipurpose areas (such as gyms, the MAC, aquatic centers, etc.) will be designated for certain sports and activities during scheduled times. These schedules (grids) will be posted outside each activity area and online. During those times, members are free to drop in and participate in those activities. The posted program grid will determine activities for this area. Recreational Sports Staff reserves the right to change programmed activities and to determine appropriateness of equipment and activities.

## Group Monopolization Policy

In order to ensure maximum access for all VCU students and Recreational Sports members to recreate in our facilities, Recreational Sports reserves the right to prevent any group from monopolizing any facility, program or equipment. A monopolizing group shall be defined as two or more patrons whose actions intimidate or prevent other patrons from using any facility, program or equipment. Groups shall not monopolize any particular area or equipment, limiting access to its use by other patrons, or intimidating other patrons from using facilities, programs or equipment. Violation of this policy is grounds for immediate dismissal from the facility and possible suspension of Recreational Sports facility access.

The following organized activities subject to this policy include (but are not limited to): athletic or sport club captain's practices, general practices, coach's clinics or practices, team lifts, group practices, training drills, and one-on-one instruction. Recreational Sports utilizes a facility schedule grid to publicize the scheduled activity for each area. Recreational Sports Student Employees are not authorized to deviate from this schedule.

## Request for Space

Reservation requests from registered student organizations for appropriate recreational sports activities will be accepted for Friday and Saturday nights using the Request for Space Form, available online at www.recsports.vcu.edu. All Requests for Space must be received a minimum of two weeks in advance and approved by the Associate Director for Programs, or the Director of Recreational Sports. Student staff members are not authorized to give approval for Requests for Space.

Reservations can be made for Friday nights, 7 pm - midnight, and Saturday nights, 5 pm – midnight. There is no cost for the reservations and staffing will be provided when requested. The following spaces at the Cary Street Gym and the MCV Campus Recreation and Aquatic Center can be reserved during these times:

- Climbing wall, Bouldering wall

- 4 court gym
- MAC
- Racquetball/Squash courts
- Aquatic Center leisure pool and/or activity pool
- Group Exercise Rooms (for exercise classes only)
- Limited use of the Fitness Center

Requests for space on the Cary Street Field are handled in the same manner but reservations can be made for Friday nights, Saturdays and Sundays as well.

## Policies on reserving space on the field

For Fall Semester VCU Athletics, Field Hockey, receives first priority of use for practice (times may vary by semester) and for regularly scheduled contests and visiting team pre-game walk through. We accept these reservations from Athletics for the Fall semester as soon as the information becomes available. All other organizations including student groups have to wait until the first week of the Fall semester to request reservations to ensure Athletics needs are met.

For Spring Semester VCU Athletics, Field Hockey receives first priority of use for practices and spring matches. We accept these reservations from Athletics for the Spring semester as soon as the information becomes available. Student Groups can request reservations for the field beginning the first week of the Spring semester to ensure their ability to host their events. All other organizations have to wait until the first week of the Spring semester to request reservations to ensure Student Organizations and Athletics needs are met.

For Summer the VCU Field Hockey Coach is approved to request two weeks of rental for their field hockey camp. VCU Recreational Sports Intramurals and Informal Recreation have first priority of use for all other times. All other organizations have to wait until the first week of the Summer session semester to request reservations to ensure Student Organizations and Athletics needs are met.

There is no fee for Student Organizations to reserve the Cary St Field.

Outside organizations may request to reserve the field by contacting Karen Carden, Associate Director for Programs at 807-0323.
Rental fees are as follows:
$500.00/day, $250.00/1/2 day or $75.00/hour + supervision and direct costs
$1 million Liability Insurance Policy coverage required

For philanthropic events, a representative from the student organization must first meet with an event planner with the University Student Commons. Once approval has been given by the event planner, a Request for Space form should be submitted to Recreational Sports.

Any damage to the facility and/or equipment or violations of policies is the responsibility of the individual/groups reserving the space and must be reported immediately. The party is also responsibility for the charges associated with these damages.

## MCV Bag Room Rules

All participants must abide by Recreational Sports policies and procedures. A complete copy of VCU Recreational Sports Policies and Procedures is available at the service desk, or online at www.recsports.vcu.edu.

1. Use equipment in an appropriate manner, and return equipment to its proper location when you are done with it.
   - No Fitness Center equipment may be left in the Speed Bag Room.
   - Maximum capacity for the room is four individuals
   - No chalk permitted
   - Sparring/Contact between patrons is not permitted

- Boxing Gloves are the only equipment permitted for use and must be supplied by the individual user
- Use of the Heavy/Speed bag is the only activity allowed in this space
- Appropriate use of the of bags is determined by the Rec Sports Staff
- Door must be closed during use

2. Appropriate apparel must be worn at all times. Closed toed athletic style footwear designed for use in Fitness Centers required. Recreational Sports Staff reserves the right to determine apparel that may be deemed offensive, dangerous or destructive to facilities or equipment and prohibit their use.

3. Unruly or aggressive behavior, foul language, and/or persistent unsportsmanlike conduct will be cause for disciplinary action.

4. All personal items must be secured in lockers, items not secured or unattended will be placed in the lost and found at the service desk.

5. Participants are asked to use their own personal work out towel or the workout towels provided. Participants are asked to wipe the equipment clean after each use.

6. Recreational Sports Staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

Questions or comments regarding the use of the room should be directed to Tom Diehl at 827-0322 or tdiehl@vcu.edu.

## Tennis/Squash/Racquetball Court Reservations

Request for racquetball and/or squash courts may be made by contacting the service desk at the Cary Street Gym or the MCV Campus Recreation and Aquatic Center. Reservations can be made up to 48 hours in advance.

Mary & Frances Youth Tennis Center reservation requests should be made by contacting the service desk at the Cary Street Gym or the Cary Street Field. Reservations can be made up to 48 hours in advance.

Thalhimer Tennis Center reservation requests should be made by contacting the Thalhimer Tennis Center. Reservations can be made up to 48 hours in advance. There are fees associated with the use of the TTC when the bubble is up, please contact Karen Carden, Associate Director for Programs, for specific pricing information.

## Standard Gymnasium Rules

**Basketball, Volleyball, Badminton and Table Tennis are the only activities allowed in this space**

1. All personal items must be secured in lockers, items not secured or unattended will be placed in the lost and found at the service desk.
2. Proper footwear required
3. Unruly or aggressive behavior, foul language, and/or persistent unsportsmanlike conduct will be cause for disciplinary action.
4. Follow all instructions provided by Recreational Sports Staff
5. The posted program grid will determine activities for this area
6. Recreational Sports Staff reserves the right to change programmed activities and to determine appropriateness of equipment and activities

**Informal Recreation Basketball Rules**

1. All games will be played first to 11 points wins or time limits may be used when deemed necessary by Recreational Sports staff
2. The losing team must vacate the court for the next team to play
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the 10 people playing the game may be on the court during the game.

**Informal Recreation Volleyball Rules**

1. All games will be played first to 21 points wins or Time limits may be used when deemed necessary by Recreational Sports Staff
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the 12 people playing the game may be on the court during the game.

**Informal Badminton Rules**

1. All games will be played first to 15 points wins or Time limits may be used when deemed necessary by Recreational Sports Staff
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the people playing the game may be on the court during the game.

**Informal Table Tennis Rules**

1. All games will be played first to 15 points wins or Time limits may be used when deemed necessary by Recreational Sports Staff
2. The losing team must vacate the court for the next team to play.
3. Rule # 1 and #2 enforced when players are waiting to play.
4. Only the people playing the game may be on the court during the game.

## Standard Multi Activity Center Rules

The following activities are the only activities allowed in this space:

- Soccer
- Lacrosse
- Dodgeball/Medic
- Kickball
- Floor Hockey
- Football
- Wiffleball
- Frisbee
- Martial Arts
- Group Exercise Classes
- Rugby

All other activities must be approved by Recreational Sports.

Informal Recreation Play Rules

1. All games will be played using time limits when deemed necessary by Recreational Sports Staff.
2. Recreational Sports will determine the length of time limits for each activity.
3. The losing team must vacate the MAC for the next team to play.

## Fitness Center Rules

1. Use equipment in an appropriate manner, and return equipment to its proper location when you are done with it. No Fitness Center equipment may be removed from the Fitness Center.

2. Appropriate apparel must be worn at all times. Closed toed athletic style footwear designed for use in Fitness Centers required. Recreational Sports Staff reserves the right to determine apparel that may be deemed offensive, dangerous or destructive to facilities or equipment and prohibit their use.

3. Unruly or aggressive behavior, foul language, and/or persistent unsportsmanlike conduct will be cause for disciplinary action.

4. All personal items must be secured in lockers, items not secured or unattended will be placed in the lost and found at the service desk.

5. Participants are asked to use their own personal work out towel. Participants are asked to wipe the equipment clean after each use.

6. The dropping of dumbbells, weights or other equipment is prohibited. Smashing dumbbells or weight plates together is prohibited. Resting weights or equipment on upholstered pads is prohibited.

7. Please return all equipment to the proper location. Re-rack free weight equipment when done using. Free weight equipment is not to be set on the floor, leaned against other equipment or the walls.

8. Use of spotters and collars is recommended. Recreational Sports Staff will not provide spotting services.

9. NO DRY/POWDERED/SOLID CHALK OF ANY KIND may be used in the Fitness Center. Only liquid chalk may be used.

10. Recreational Sports Staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

## Group Exercise Room Rules

This space is for the exclusive use of Group Exercise Programs and will be secured when programs are not being held. All other activities will be at the discretion of Recreational Sports staff.

1. All participants must have a wrist band for the appropriate class secured to their arm at all times.
2. Food and Drink not permitted in this area – exception for water bottles.

## Aquatic Center Rules

1. Lifeguard must be on deck before anyone enters the pool.

2. Posted program grid will determine activities in this area.

3. Rec Sports staff reserves the right to change programmed activities and determine the appropriateness of equipment of activities.

4. All personal items must be stored in lockers. Items not secured or unattended will be placed in the lost and found.

5. All posted signage within the Aquatic Center must be obeyed at all times.

6. A swimmer with open sores, infectious or contagious diseases is prohibited from the use of pool or spa.

7. Appropriate clean clothing (no cut off shorts) required. Recreational Sports staff reserves the right to determine apparel that may be deemed offensive, dangerous or destructive to facilities or equipment and prohibit their use.

8. Running, pushing, horse playing or other high risk behavior is prohibited in the pool area.

9. Prolonged breath holding, underwater swimming, and/or hyperventilation is considered dangerous activity and is not permitted.

10. Follow all instructions provided by Recreational Sports staff.

11. Recreational Sports staff will determine when swimmers are required to share lanes or circle swim

## Waterslide Rules

1. All riders must be at least 48” tall.

2. Maximum rider weight is 300lbs.

3. Warning: Deep Water.

4. Non-swimmers are not permitted.

5. Riders must lie on their backs with arms crossed across their chest at all times. No sitting or standing up while riding the slide is permitted. Do not go down the slide heard first or on stomach.

6. Riders must enter the slide in a sitting position and wait for instructions from the lifeguard stationed at the slide starter tub.

7. Do not propel yourself into the ride.

8. No running, standing, kneeling, rotating, tumbling or stopping in the flume. Arms and hands must remain inside the flume. Riders should remain in proper riding position until forward movement is terminated.

9. Only one rider at a time. Absolutely no trains or chains of riders are permitted.

10. No tubes, mats or lifejackets are permitted on the water slide.

11. No combs or foreign objects are allowed in pockets and no jewelry can be worn while riding the slide. No cutoff jeans or swim wear with exposed zippers, buckles, rivets or metal ornamentation; only approved swim suits allowed.

12. The line should form on the deck with one rider on each landing and one rider in the starter tub. Wait until landing area is clear before entering.

13. Riders must be in good health. Elderly persons, those suffering from heart disease, high blood pressure, epilepsy or persons using prescription medication should consult their physician before using this slide. Individuals with medical conditions including, but not limited to, pregnancy, heart or back problems should not ride.

14. Do not use this slide while under the influence of alcohol or drugs.

15. No diving from the slide.

16. Leave the plunge pool promptly after entering

17. Rider assumes all risk of injury due to misuse of this slide or failure to follow these rules.

18. Warning: Failure to follow rules can result in serious injury.

## Aquatic Climbing Wall Rules

1. Experienced Swimmers only. Non-swimmers are not permitted.

2. Inform the lifeguard that you would like to climb the wall.

3. Only once climber on the wall at a time.

4. No one may be in the drop zone while someone is climbing the wall.

5. No Diving from the wall. Feet first entries only.

## Recreational Sports Weekend Family Swim Rules

1. Children who are unable to swim must be accompanied by an adult in the water who is within arm's length at all times.

2. Children under the age of 7 must be accompanied and supervised by an adult in the water.

3. Children between the ages of 7 and 14 must be accompanied and supervised by an adult in the water or on the pool deck.

4. Children that are not toilet trained must wear swim diapers.

5. Any adult that leaves a child unsupervised will lose their membership privileges.

6. All belongings must be placed in a locker; items left on pool deck will be turned in to lost and found.

## Climbing Wall Rules

1. The posted program grid will determine activities for this area.

2. Use equipment in an appropriate manner, and return equipment to its proper location when you are done with it.

3. Appropriate apparel must be worn at all times. Closed toed athletic style footwear required. Recreational Sports Staff reserves the right to determine apparel that may be deemed offensive, dangerous or destructive to facilities or equipment and prohibit their use.

4. All personal items must be secured in lockers, items not secured or unattended will be placed in the lost and found at the service desk.

5. All participants must check in at the Outdoor Adventure Program office before approaching the climbing area.

6. The climbing wall and bouldering wall may only be used during posted hours.

7. NO DRY/POWDERED/SOLID CHALK OF ANY KIND, may be used while climbing or bouldering. Only liquid chalk may be used.

8. All climbers will be tied into their harness with a figure eight follow through and not be clipped into the harness with a carabiner.

9. All personal harnesses and belay devices must be approved for use by the Outdoor Adventure Program Staff before they may be used on the climbing wall.

10. All Climbers must pass the Outdoor Adventure Program belay test before belaying any climbers.

11. Only Gym shoes or Climbing shoes allowed on the padded surface at any time. All Climbers must wear shoes. No bare feet at any time.

12. Only climbers or boulderers allowed in the climbing wall area at any time.

13. Recreational Sports Staff reserves the right to prohibit any exercise or use of equipment that they deem unsafe to patrons or equipment/facility.

## Track Rules

The following informal activities are the only activities allowed in this space:

- Walking
- Jogging
- Running

The direction of activity will be alternated daily. Please follow the direction indicated. No spectating of activities in the four court gym will be allowed.

## Cary Street Field Rules

1. A valid VCU ID is required to access the field. Standard guest fees apply.

2. Entrance to the field is through the Mary and France Youth Center between the hours of 12:00pm and 5:00pm Monday through Friday. At all other times, access is available to the field at the entrance off Cary St.

3. The following items are not permitted on the field
   a. Glass bottles
   b. Food and drink, except on the cement
   c. Animals other than service animals
   d. Bikes
   e. Metal cleats

4. Shirts are required at all times

5. Portable goals must be returned to their designated location after each use.

6. Climbing any perimeter fence constitutes breaking and entering and the VCU Police will be called.

7. Do not throw, hit, or kick balls against fences.

8. Activities which may cause damage to the field and/or track will not be permitted (golf, skiing, javelin, discus, etc.)

9. Recreational Sports staff has the right to cancel any activities at any time due to weather conditions or playability of the field.

10. Unruly or aggressive behavior, foul language, and/or persistent unsportsmanlike conduct will be cause for disciplinary action.

11. Follow all instructions provided by Recreational Sports Staff

# Programs

Recreational Sports programs are offered to Recreational Sports members only. For specific information regarding Recreational Sports programs, please refer to our website. www.recsports.vcu.edu

## Group Exercise

- Group exercise class are available free of charge and participation is on a first-tom, first-serve basis.
- Wristbands are required for entrance to group exercise classes. Wristbands can be obtained at the service desk kiosk a maximum of two hours before the scheduled start of a class. A participant may sign up for two classes on one wrist band.
- Participants of group exercise classes are allowed to enter class 5 minutes after class commences.

## Personal Fitness Training

- Members interested in personal fitness training may complete a registration form at the service desk of the Cary Street Gym or the MCV Campus Recreation and Aquatic Center. All fees must be paid at the time of registration.
- Members will be contacted by a personal trainer within 10 business days after a registration form is completed.
- Cancellations must be made 24 hours in advance or the session will be not be rescheduled.
- A training package will last as long as a client is a Recreational Sports member.

## Intramurals

- Pre-registration is required to participate and payment must be made at the time of registration. Participants may register at the service desk at the Cary Street Gym or the MCV Campus Recreation and Aquatic Center.
- Game time is forfeit time. If a team forfeits, there is a reentry fee if you want to continue playing in your league. After two forfeits you are removed from the league.
- A conduct rating system is used to ensure that intramural participation is a positive experience for everyone involved. On a 10 point scale, teams must maintain a 7.0 average or better to be eligible for the playoffs. Teams must maintain a 7.0 or better average during playoffs to remain eligible as well.
- Intramural professional staff makes the final decisions regarding postponements and cancellations.
- Students who participate on or with a varsity intercollegiate athletic team are not eligible to participate on an intramural team in their sport.
- No more than 2 members of a Sport Club can participate on a similar intramural team.
- Faculty and Staff who are Recreational Sports members can participate during the academic school year.
- The following people are allowed to participate in the Intramural Summer Leagues:
    - Anyone who was a student in the Spring of 2013
    - Current Plus One Membership holders
    - Current Alumni Membership holders
    - Current Faculty/Staff Membership holders

## Club Sports

- Registered Student Organizations classified as Sport Clubs are given access to practice space in Recreational Sports facilities if the activity is appropriate for the space requested based on the scheduling priorities.
- Sport Club membership is open to all VCU students, faculty, and staff, however the majority of the membership must be currently enrolled VCU students.
- To join a club, contact the appropriate club contact listed on the Recreational Sports website.

## Aquatics

- Pre-registration is required for the following aquatic programs and payment must be made at the time of registration:
    - RAMS Swim School
    - Aquatic Certifications
    - Children's Swims Lessons (registration is only help on specified dates and times for each session)
    - Private and Semi-Private Swim Lessons
- For private and semi-private swim lessons, members will be contacted by the aquatic staff within 10 days after a registration form is completed.
- Refunds will not be given after the first day of the course.

## Outdoor Adventure Trips

- Pre-registration is required to participate and payment must be made at the time of registration. Participants may register at the Outing Rental Center.
- On trips over $100, a deposit of half of the trip cost is required.
- Trip registration closes the Tuesday before a trip. No participant changes can be made after this time.
- Participants must attend a mandatory pre-trip meeting.
- Refunds are only given if someone is able to replace you on the trip roster prior to the Tuesday deadline.
- Children of participants are invited on select trips.

- The OAP reserves the right to refuse participation to an individual for reasons of health and safety or others reasons deemed reasonable by the staff.

### Outing Rental Center

- A valid VCU ID is required to rent equipment.
- A damage deposit is required to rent equipment; to reserve equipment in advance, the damage deposit is paid at the time of the reservation.
- A season pass is available for equipment rental on a daily or weekend basis.
- Late charges apply if equipment is returned after the return date.
- A fee will be charged for lost or damaged equipment above and beyond regular “wear and tear”.
- Short term parking is available for equipment pick-up and drop-off beside the Outing Rental Center.
- Failure to pay late, damaged, or replacement fees will result in loss of privilege to rent equipment.

### Climbing/Bouldering Wall

- Pre-registration is not required for climbing clinics or belaying clinics.
- Registration is required for all other climbing wall/bouldering wall programs.

### Bike Shop

- Use of shop tools is free. Repair parts are purchased at the owners expense.
- Only Recreational Sports may participate in bike clinics or rent bikes.

### Sole (Student Outdoor Leadership Experience)

- SOLE is only open to VCU students, preference given to those who can commit one and a half years to the OAP program.

## Media

Recreational Sports strives to be a green facility and does not permit paper advertising, including but not limited to handbills, posters, or banners.

### Photo/Video Filming Policy

Any use of VCU Recreational Sports facilities for the filming of educational (including VCU course projects), commercial or proprietary reasons **must be approved in advance** by contacting one of the following staff:

Connie Kottmann, Marketing/Member Services Coordinator, 804-827-0318, crkottman@vcu.edu
Tom Diehl, Director, 804-827-0322, tdiehl@vcu.edu
Karen Carden, Associate Director for Programs, 804-827-0323, krcarden@vcu.edu
Meredith Hawkins, Associate Director for Facility Operations, 804-828-6402, mlhawkins@vcu.edu

At least one weeks' notice is required. Areas requiring permission include: Cary Street Gym, Cary Street Field, MCV Campus Recreation & Aquatic Center, Outing Rental Center, Thalhimer Tennis Center (during non-Athletic Department hours).

Individual VCU Students, Recreational Sports members, and reservation groups are permitted to take pictures/video of their own participation in Recreational Sports activities, **as long as their actions are not disruptive in any manner** to Recreational Sports normal operations as determined by Recreational Sports staff.

### Digital Display Policy

The digital displays in VCU Rec Sports facilities serve the purpose of advertising for VCU Rec Sports activities, events and facilities. These messages will always take precedence over outside messages.

We will accept slides from the following VCU organizations:

- Division of Student Affairs Departments
- University wide content generated by VCU units, which have been requested through the AXIS system to be played system wide
- Departments/research studies within VCU Health System, including Massey Cancer Center
- Student organizations
- VCU Academic Departments, for events open to and of interest to the entire campus community (such as Theater VCU productions, VCUArts performances/shows)

We will accept slides from outside organizations **only if** their event is directly sponsored by VCU/VCUHS, or there is University involvement (such as Monument Ave 10K, Sportsbackers events)

All content from outside of VCU Recreational Sports must be submitted as a high resolution jpg file measuring 1920 x 1080 px. A maximum of two slides per event/message is allowed. VCU Recreational Sports will create slides, upon request, for our direct programming partners.

## Tabling and Display Cases

Display tables will only be set up to promote Recreational Sports sponsored activities and Recreational Sports' sponsors as approved by the Marketing Coordinator.

Display cases are limited to Recreational Sports use.

## Comments/Suggestions/Concerns

Members wishing to express a concern, suggest an improved service or praise an employee are strongly encouraged to provide this feedback though emailing recsports@vcu.edu.