



CAMPUS RECREATION

Division of Student Affairs

EAST TENNESSEE STATE UNIVERSITY

**THE DEPARTMENT OF CAMPUS RECREATION &
THE WAYNE G. BASLER CENTER FOR PHYSICAL ACTIVITY**

POLICIES AND PROCEDURES MANUAL

CampusRec@etsu.edu

423-439-7980

www.etsu.edu/rec

Revised July 2016

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MISSION STATEMENT

The mission of the Campus Recreation Department at East Tennessee State University is to provide high quality recreational facilities, programs, and services for the entire campus community, to promote healthy and active lifestyles, and to create a marketable, meaningful work and leadership experience for all employees and sport club officers.

Programs are available in six areas: aquatics, fitness, intramurals, non-credit instruction, outdoor adventure and sport clubs. Facility times are set aside on a daily basis for self-directed recreational activities. Previous athletic experience or high-level skills are not prerequisites for becoming involved in some type of physical activity or recreational sport. All programs are voluntary.

USE OF FACILITIES

Campus Recreation Facilities

The Wayne G. Basler Center for Physical Activity (CPA), CPA Intramural Fields, Campus Recreation Field Complex, Disc Golf Course, Campus Recreation Tennis Courts, University Trail System, and the Basler Team Challenge & Aerial Adventure Course (TCAAC) are administered by the Department of Campus Recreation in accordance with East Tennessee State University's Policy on Use of Campus Property and Facilities. All definitions provided in the University's Policy apply.

The priority order for use of the Center's facilities and participation in its programs shall be as follows:

1. Currently registered ETSU students
2. Full-time ETSU employees
3. Spouses/domestic partners and dependent children of ETSU students (fee applies)
4. Spouses/domestic partners and dependent children of ETSU employees (fee applies)
5. Paid part-time staff/adjunct professors of ETSU (fee applies)
6. Paid part-time staff/adjunct professors spouses/domestic partners and dependent children of ETSU (fee applies)
7. Special events, summer camps and conferences, coordinated through ETSU Camps & Conferences, with the approval of the Director of Campus Recreation (fee applies)
8. Non-affiliated groups and individuals, coordinated through ETSU Camps & Conferences, with the approval of the Director of Campus Recreation (fee applies)

General Regulations & Policies

All participants and users of the CPA and Campus Recreation facilities are required to conduct themselves in a considerate, community-minded manner by obeying program policies and rules designed to protect everyone's well-being. **A safe and pleasant recreational experience is maintained through the following general policies (see pages 9-20 for area specific policies):**

1. ETSU students & employees and CPA members must swipe their own, valid ETSU I.D. or be enrolled in the Fingerprint Access System and use a Finger print at the CPA main entrance each time in order to enter the facility. Users of Campus Recreation facilities must produce their valid ETSU I.D. upon request by a staff member.
2. ETSU students, employees and CPA members must accompany their guest when purchasing a CPA Guest Pass and are responsible for their guest while in the CPA. All guests must provide a current and valid driver's license, passport, or an acceptable photo ID with their name each time they enter the CPA.
3. Patrons are to use all equipment and facilities according to their intended/industry standard use.
4. Patrons are to comply with posted signage and verbal directions of Campus Recreation staff.
5. Fighting or threatening to fight is prohibited.
6. Intimidating, attempting to intimidate, harassing others, and solicitation through verbal or non-verbal threats/cues is prohibited.
7. Glass bottles/containers are prohibited in the CPA and all outdoor recreation facilities.
8. In the CPA activity areas food is prohibited and drinks must be in a sealable plastic, aluminum, or stainless steel container.
9. Patrons must dress appropriately for all activities, and follow the posted dress code.
10. Alcohol, tobacco and other illegal drugs/substances are prohibited inside the CPA and all Campus Recreation facilities. Those under the influence may be asked to leave and risk losing their CPA/Campus Recreation privileges.

WARNING STATEMENT

The Department of Campus of Recreation aspires to provide the ETSU community with the safest, most secure environment possible in all of its facilities, programs, and services. There are inherent risks and hazards involved in any physical activity or sport. Abrasions, contusions, dislocations, sprains, and more serious injuries are all possible when working out in a recreational facility or participating in recreational activities. The Department of Campus Recreation makes every practical effort to insure safe recreational facilities, programs, and services. Facility inspections are held on a daily basis. Staff members attend in-service meetings on safety issues on a regular basis.

Please be aware that ETSU maintains no blanket accident or health insurance coverage on persons participating in recreational activities on campus or sponsored programs off-campus. Anyone injured in such programs will be responsible for any and all medical expenses. All participants are encouraged to purchase some type of comprehensive insurance coverage and have periodic physical examinations for their own protection. Participants can create a safer recreational environment by exercising regularly, playing within their ability level, notifying a Campus Recreation staff member of hazardous conditions, and obeying the rules laid out for all organized, self-directed, or unsupervised

sporting events. Participants shall notify a Campus Recreation staff member if they are injured or not feeling well while participating. Participant cooperation is essential to create a safe environment for everyone. All participants need to play an active role in preventing accidental injuries and creating a healthier environment by not participating if they are ill.

CAMPUS RECREATION DEPARTMENTAL STRUCTURE / DIRECTORY

Any questions and concerns regarding policies and procedures may be discussed with a Campus Recreation professional. The department's professional staff maintains an "open-door" policy.

Campus Recreation Professional Staff

Lynn Nester, Director of Campus Recreation CPA Room 223 (423) 439-7984	nesterla@etsu.edu
Jonathan Sasser, Assistant Director – Facility Operations and Aquatics CPA Room 224 (423) 439-7985	sasser@etsu.edu
Adam Knobloch, Assistant Director – Intramurals, Sport Clubs & Outdoor Rec. Facilities CPA Room 211 (423) 439-7977	knobloca@etsu.edu
Dave Mueller, Assistant Director – Outdoor Adventure CPA Room 219 (423) 439-7981	muellerd@etsu.edu
Nani Hilbert, Coordinator – Fitness Programs CPA Room 221 (423) 439-7983	hilbertk@etsu.edu
Jessica Mould, Executive Aide CPA Room 217 (423) 439-7973	mould@etsu.edu
Stan Webb, Equipment Room Supervisor CPA Room 144 (423) 439-7988	webbms@etsu.edu
Graduate Assistants – Intramural Sports; Sport Clubs; Sport Club Athletic Trainer CPA Room 210 (423) 439-7987	IMSports@etsu.edu SportClubs@etsu.edu
Graduate Assistants – Fitness/Wellness; Facilities/Operations; Facilities/Marketing CPA Room 225 (423) 439-7986	Fitness@etsu.edu CampusRec@etsu.edu

Other Departmental Numbers

Member Services Desk and General Information	(423) 439-7980
Casual Care	(423) 439-7971
Equipment Desk	(423) 439-7988
Departmental Fax	(423) 439-7970

Physical/Mailing Address

Department of Campus Recreation
Wayne G. Basler Center for Physical Activity
1244 Jack Vest Drive
P.O. Box 70585
Johnson City, TN 37614
www.etsu.edu/rec

Shipping Address

ETSU Central Receiving
100 C. R. Drive
Johnson City, TN 37614
Attn: Campus Recreation
Phone: 423-439-4364

Outdoor Recreation Facility Addresses

Basler Team Challenge and Aerial Adventure Course: 503 Go Bucs Trail
Challenge Course Pavilion (north pavilion, building number 540) 505 Go Bucs Trail
Buc Bikes Pavilion (south pavilion, building number 542) -1186 J L Seehorn Jr Road
Campus Recreation Field Complex: 1510 Seminole Drive

ETSU Department of Public Safety

When calling from a campus phone 911
When calling from a cell phone (423) 439-4480

ETSU Public Safety can also be called via an Emergency Call Box located in and around the CPA or from an Emergency “Blue Light” phones on campus.

BASLER CENTER FOR PHYSICAL ACTIVITY MEMBERSHIP INFORMATION

Campus Recreation, the Basler Center for Physical Activity, and its programs are operated primarily with student activity fee funding.

ETSU Students

Students who are currently enrolled in classes and have paid their fees are not required to pay any additional fee to use the CPA. Each student must present his or her valid ETSU ID card to participate in any intramural sport. During the summer months current ETSU students not enrolled in summer classes can purchase a summer membership to the CPA.

ETSU Faculty/Staff

Full-time faculty and staff members may also use the CPA at no charge. Adjunct and part-time faculty/staff are able to purchase a membership for the CPA at the same fee as spouses. Adjunct and part-time faculty/staff who have purchased a CPA membership, are also allowed to purchase spouse/domestic partner and dependent memberships at the Faculty/Staff rate. Volunteer or uncompensated adjunct faculty are not eligible for a CPA membership.

ETSU Retirees

Retirees may use the facility at no cost. Retiree Association Members who are not retirees, but who qualify for membership in ETSURA, are subject to the same fee as spouses of active employees.

Non-ETSU Campus Staff

Non-ETSU Campus Staff are employees who work on ETSU’s campus, but are employed by a 3rd party. These employees are able to purchase a membership for the CPA at the same rate as the ETSU Faculty/Staff spouse rate. Spouse/domestic partners and dependents of non-ETSU Campus Staff are not eligible for CPA Membership.

CPA Alumni Memberships

ETSU Alumni can apply for a CPA Membership online. ETSU alumni may include a spouse/domestic partner and/or eligible dependent(s)** on the application. After receiving the application, ETSU Campus Recreation will verify Alumni status and provide instructions completing the membership process. There are a limited number of CPA Alumni memberships. A dependent membership is required for Alumni member dependents (ages 3 month to 8 years old) to use the CPA Casual Care center.

Pricing: Rates for Alumni Memberships

On the first of the month ETSU Center for Physical Activity online services will charge the monthly payment for an CPA Alumni membership (\$37/month). For additional memberships purchased the following will amounts will also be charged: a spouse/domestic partner membership (\$37/month), dependent membership ages 16-21 (\$18/month per), and/or dependent membership ages 15 and under (\$12/month per).

CPA Access

To gain entry all CPA patrons, including ETSU students, faculty, staff, retirees, and alumni members are required to present and swipe their valid ETSU ID card or use the Fingerprint Access System. To be eligible to use a Finger print CPA patrons must enroll in the Fingerprint Access System; a valid ETSU ID is required to enroll. The enrollment process will take less than 2 minutes. For Equipment checkout, a valid ETSU ID or E number will be required.

ETSU Faculty, Staff, or Student - Spouse/Domestic Partner and Dependent Memberships**

In an effort to promote fitness and wellness within the ETSU Community, the Department of Campus Recreation has a Spouse/Domestic Partner and Dependent membership program. The program is designed to encourage participation by students, faculty, staff, ETSU retirees and ETSU Alumni in activities at the CPA by allowing their spouse/domestic partner and dependents (ages 21 and under) to use the CPA. Spouse/Domestic Partner and Dependent members are required to present and swipe their valid ETSU ID card or use the Fingerprint Access System, if enrolled.

To apply for membership:

Current students, faculty, staff and ETSU Retirees who wish to purchase a Spouse/Domestic Partner and/or Dependent(s) Memberships are required to accompany the sponsored members to complete an application at CPA Member Services.

- Required documentation will be noted by Campus Recreation staff and returned to the provider. Issues concerning validity of documentation will be subject to review by the Department of Campus Recreation. Spouse/Domestic Partners will be required to sign a statement of understanding.
- Please copy any documentation (with documentation that includes social security numbers, please remove the numbers).
 - Spouse/Domestic Partner – accepted documentation for spouse/domestic partner would include one of the following:
 - marriage certificate or documentation of residence at same address (driver's license, household bill, mortgage/rental agreement, credit card bill)
 - Dependent – accepted documentation for dependents under the age of 21 would include one of the following:
 - birth certificate or tax/insurance documentation verifying dependency, documentation verifying age of dependent and residence at same address (driver's license, school record, etc.)

Spouse/Domestic Partner and Dependent Members (ages 16-21) will be issued an ID card for access. Dependent children under the age of 16 must be accompanied and supervised by an adult at all times during the visit. Areas of the facility are restricted for dependent children under the age of 16.**

Pricing: Rates are prorated monthly and all sponsored memberships expire on June 30th each year.**ETSU FACULTY and STAFF:**

- Spouse/Domestic Partner - \$360/year (\$30/month)
- Dependent Ages 16-21 - \$180/year (\$15/month)
- Dependent Ages 15 & Under - \$96/year (\$8/month)
- Paid Part Time Staff/Adjunct Faculty* \$360/year (\$30/month)
- Non-ETSU Campus Staff - \$360/year (\$30/month)

ETSU STUDENT:

- Spouse/Domestic Partner - \$204/year (\$17/month)
- Dependent Ages 16-21 - \$144/year (\$12/month)
- Dependent Ages 15 & under - \$55/year (\$5/month)

Memberships can be purchased by ETSU payroll deduction, cash, check, or ID Bucs. Pricing listed above is based on a membership period from July 1st - June 30th.

Dependent Policies

** For safety reasons, children ages 15 and younger will not be permitted in the weight room and cardiovascular equipment area, indoor track/workout area or in fitness classes. Children ages 12-15 may participate on the climbing wall with a parent/guardian present (equipment permitting).

**Children between the ages of 3 months to 8 years are eligible to use the Casual Care Facility – if the child will utilize any of the unrestricted areas of the facility a dependent pass will be required.

Children ages 12 – 15 have access to the following: Climbing Wall, Swimming Pool, and Basketball/Racquetball Courts (**must be accompanied by a Guardian at ALL TIMES**)

Children ages 8 – 11 have access to the following: Swimming Pool and Basketball/Racquetball Courts (**must be accompanied by a Guardian at ALL TIMES**)

Children ages 8 and younger have access to the following: Swimming Pool (**Guardian must be in the water**) and Casual Care.

ACCESS CONTROL / IDENTIFICATION CARDS/BIOMETRIC FINGERPRINT

The ETSU I.D. card has become a mandatory tool for campus survival. Students, faculty and staff use the I.D. card to buy books, check out library materials, purchase meals, etc. and a current I.D. card is required for access to the Basler Center for Physical Activity. CPA patrons will not be admitted to the CPA without an ETSU picture I.D. card or valid Fingerprint. All access to the CPA will be through the front door turnstile station. Patrons must either swipe their I.D. cards or press their Finger on the Fingerprint panel each time entering the CPA. A current I.D. card is required for the Basler Team Challenge & Aerial Adventure Course, Intramurals, and the Campus Recreation Field Complex – the Fingerprint scan cannot be used at these facilities or programs. ETSU IDs must be presented to Campus Recreation staff, Public Safety, or other ETSU staff when asked. For information about obtaining a valid I.D. card, please contact the staff at the CPA's Member Services Desk or the I.D. Office in the Culp Center. To be eligible to use a Finger print CPA patrons must enroll in the Fingerprint Access System; a valid ETSU ID is required to enroll. The enrollment process will take less than 2 minutes. For Equipment checkout, a valid ETSU ID or E number will be required. All guests must purchase a CPA guest pass to access the facility.

GUEST PASSES

Any CPA Member that presents their valid ETSU ID card may purchase a Guest Pass at the Member Services Desk. All guests in the CPA are required to have a Guest Pass. Guest passes are only good for the one day the pass was purchased. Guests attempting to re-use guest passes risk being banned from the facility.

Effective 08/01/16: Cost of a Guest Pass is \$8.00, a Guest Pass with the Challenge Course add-on is \$15.00

The following policies apply to CPA Guest Passes:

1. The ETSU "Sponsor" must present their valid ETSU ID card and the "Guest" must provide a photo ID.
2. Guest Passes are NON-REFUNDABLE.
3. Guest Passes are good from the time purchased until the CPA closes that day.
4. Guest Passes are only valid when the "Guest" is accompanied by the ETSU "Sponsor."
5. Sponsors are limited to two (2) Guest Passes at one time.

The CPA staff reserve the right to deny access to any person at any time.

The CPA and its staff reserve the right to deny access to any person at any time.

PATRON DRESS CODE

- **Appropriate workout attire is required in all areas of the CPA and all Campus Recreation programs.**
 - An appropriate top must be worn at all times - t-shirts and sleeveless shirts cover the entire stomach, chest and back.
 - Sleeveless shirts must also be approximately 4 inches from the armpit.
 - No bra tops are allowed without a proper t-shirt over the top.
 - Sweats, modest shorts and similar items are considered appropriate attire.
 - Shorts must have a 3-inch seam or longer and the gluteal fold (the bottom-most portion of the buttock) cannot be exposed in any way during any type of exercise.
 - Proper athletic shoes must be worn at all times while working out; 5 finger shoes are permitted provided the soles are non-marking.
 - Sandals, flip flops, dress shoes, boots, and black-soled shoes are prohibited while working out.
 - No earrings larger than a quarter may be worn and necklaces must remain underneath your t-shirt.

For further information on the dress code policies for the Pool, Intramurals, Non-credit Instruction and Sport Clubs please refer to those policies in those specific areas. Anyone in violation of our dress code policy may be asked to leave. Repeat offenders may lose all membership privileges. Patrons can refer to the Dress Code flyer displayed in the CPA for further details. Patrons who do not have an appropriate shirt to workout in can borrow a shirt from the CPA Equipment desk with ETSU ID.

Dress Code Explained:

- Shirts should cover the entire stomach and must allow for no nipple or breast exposure to prevent MRSA, ringworm and the like from being passed from skin to pad/mat contact (even though you should clean your machines after use, unfortunately not everyone does)
- T-shirts lacking the appropriate material contribute to excessive sweat and moisture, which can damage equipment.
- Modest dress prevents patrons from being offended by other patrons' attire.
- Proper athletic shoes protect feet and protect floors
- Small jewelry prevents injury (large hoops and chains can get caught on handles etc.) and are thus prohibited.

STUDENT STAFF

As is the case at almost all university recreation programs, student staffs deliver the vast majority of the department's programs & services. Due to that fact, they are the initial point of contact (and intervention) in all safety, security, and emergency situations until they are relieved by a full time Campus Recreational professional or Public Safety officer. The Department of Campus Recreation and Division of Student Affairs provides its graduate assistants and undergraduate student staffs training in topics such as: blood borne pathogens, conflict resolution, CPR/AED, First Aid and the Emergency Action Plan approved for ETSU's recreation programs.

Student Staffs are also responsible for insuring that the behavior and conduct of all participants meet community standards for civilians and sportsmanship. Consequently, they are authorized to remove anyone from the CPA or Campus Recreation facilities. Those who refuse to conduct themselves in a civil manner may also be referred to the campus judicial system and/or criminal justice system. The student staffs are entrusted with a tremendous responsibility insuring that the CPA and its adjacent recreational facilities operate in a manner that encourages all members of the ETSU community to participate.

RESERVATIONS / FACILITY RENTAL

Campus Recreation programs have priority for use of the Basler Center for Physical Activity (CPA) and the outdoor recreation facilities. The Department of Campus Recreation shall make the CPA and outdoor recreation facilities available for limited use by ETSU departments and student organizations with an approved facility request. If there are 6 or more people using a recreation space for an activity, excluding open/informal recreation where random/non-coordinated “pick-up” games occur, this is considered a group that needs to have an approved reservation in order to use the space. Space use by non-ETSU affiliated groups will be for a fee, and only approved when such use does not adversely affect student users of these facilities. All revenues generated from user fees will be retained by the Department of Campus Recreation to maintain and enhance recreation services and facilities. Facility requests from non-ETSU affiliated groups must go through ETSU Camps & Conferences (423-439-7103).

Facility Request Form – ETSU student organizations and departments can reserve available space, at no cost, in the CPA through the facility request form, if it is outside the operating hours of the CPA, reserving the pool or Campus Recreation Field Complex, a fee of \$10/hour per student staff needed, will be charged to the group. The number of student staff will be determined by the Director and/or Assistant Director. If an event cannot be fully staffed the event will be denied. Reservations will be handled on a first come first serve basis and need to be submitted to the Campus Recreation front office at least 2 weeks prior to the date of the requested event. Campus Recreation reserves the right to deny any request not made at least 2 weeks (14 days) prior to the event. Each event must have an “event sponsor”, who is the person responsible for the event and to be present for the duration of the event. There can be more than one sponsor, if necessary; however the sponsor must be an ETSU student, faculty, and/or staff group, club, or program. Individuals cannot reserve space for private parties or use outside of the allotted times set up for parties. Reservation requests will be reviewed by the Director of Campus Recreation. If approved, a confirmation email with any further instructions will be sent to the event sponsor(s). If the request cannot be accommodated, an email will be sent with an explanation as to why. Events must not be advertised until a confirmation of the approved request has been received. Requests by ETSU students, faculty or staff for birthday parties will be assessed a fee. All non-ETSU affiliated groups must make Campus Recreation & CPA facility requests through ETSU Camps & Conferences.

Request & Cancellations – Facility request forms may be submitted up to 6 months in advance, however Campus Recreation reserves the right to hold requests until Campus Recreation programs have scheduled programs and activities. For field reservations that need lines painted prior authorization is required; for an additional fee Campus Recreation staff can line fields. Any reservation that is canceled, Campus Recreation requests that a notice is given to the Assistant Director within a minimum of 48 hours prior to the reservation. Failure to give such notice could result in the following:

- Loss of privileges to make future reservation requests and/or
- Loss of deposit/charge if additional staff was required

Academics & Athletics – All Academic classes and Athletic practices seeking to use the CPA or any Campus Recreation facility must submit a Facility Request Form. Campus Recreation facilities are for Co-Curricular activities and are neither academic class rooms nor are they athletic practice/training facilities. However, it is recognized that there are times when the CPA and other facilities are needed by academics and athletics. Request forms to use any Campus Recreation facility must be turned in two weeks in advance and if the class/practice has re-occurring dates and times, the dates will need to be submitted with the original request. Campus Recreation programs and Co-Curricular activities have priority use of Campus Recreation facilities. Campus Recreation reserves the right to deny any facility requests that they deem would have a negative impact on its recreational users. Fees for staffing and/or instructors will be applied and invoiced to the department after all class/practice dates have occurred.

Access to the CPA – For all events in the CPA, a valid ETSU ID or Fingerprint scan is required for entering the facility. In the event the organization will have outside community members attending, there will need to be a guest list attached to the Facility Request form or submitted to the Campus Recreation front office at least 24 hours prior to the event. Access to the facility will be denied to anyone who does not have a valid ETSU ID card, Fingerprint scan or is not on the guest list. Birthday parties are not required to turn a guest list.

Event Set-Up – The set up for events is included on the Facility Request form and Campus Recreation staff will prepare the requested space, within reason, for the event based on what instructions are on the form. Events requiring an extensive set-up will be asked to provide help in setting up. Various services and equipment may be reserved, if available; the event sponsor may contact the Campus Recreation reservationist for more information. Please refer to the Facility Request form for additional reservation policies. Events needing additional items that Campus Recreation cannot provide the event sponsor will need to submit work order/request items through appropriate ETSU department.

Event Check-In – On the date of the event and prior to the start, the event sponsor must check in at the Member Services desk, located at the entrance of the CPA. Events using the same side of the Multi-Purpose room will not be scheduled back to back; there will be 30 minute time frame between each event to allow for proper set up. The event sponsor is responsible for clean up after the event and the space must be left in the condition it was in prior to the start and is responsible for contacting facilities maintenance through work order to have proper trash and recycling bins set up for an event held at outdoor facilities.

Events for Profit – The CPA or any outdoor Campus Recreation facilities may not be used by a non-affiliated group, organization, or individual for the conduct of profit-making activities except when a rental or lease agreement is negotiated; the institution will receive a fair rental value for the property, facilities, equipment, and services used. The University reserves the right to reduce or waive rental charges for such uses.

Release of Liability – Through ETSU Camps & Conferences all non-affiliated groups, organizations, and individuals must also provide the University with proof of insurance and agree by making application for use of facilities for an activity and by subsequent use after approval by the University, to indemnify the institution and hold it harmless from any and all liabilities arising out of such groups, organizations, or individual's use of property, facilities, equipment, or services of the university, including, but not limited to personal injury, property damage, court costs and attorney fees.

CPA Fee Schedule – See Fee Schedule appendix for applicable rental rates when fees apply.

Food / Catering Policies

All groups must follow University Food Services Catering Policies when serving food/drinks: <http://www.etsu.edu/students/univcent/>

- Sodexo is the exclusive supplier for all catering services over \$300 for ETSU events in the D. P. Culp Center. University departments and affiliated organizations holding catered campus events outside of the D. P. Culp University Center are free to seek catering services from any licensed food service provider or restaurant.

EQUIPMENT CHECKOUT / RENTAL

Equipment Check-Out

Patrons must provide a valid ETSU ID or E number to borrow equipment, such as towels, balls, weight belts, etc. from the CPA Equipment Desk, located near the back left side facility. ETSU ID's will be swiped (or E number entered) at the Equipment Desk and equipment will be checked out to the patron under their name in the ActiveNet system. Patrons will retain their ETSU I.D. cards; no IDs will be collected by the Equipment Desk staff. When the item is checked in, the ETSU ID will be swiped again and the equipment will be checked in back into the ActiveNet system. All borrowed equipment must be returned prior to the closing of the CPA on the same day it was checked out. Patrons assume full financial responsibility for borrowed equipment if the items should be lost, stolen, or damaged.

ETSU student organizations or departments may borrow certain Campus Recreation equipment for on or off campus events sponsored by the organization or department. It is advised that **at least 2** weeks prior to the event, a member of the organization/department contact a full-time Campus Recreation staff member to inquire about the equipment that is needed, if it is available, and for approval for borrowing equipment for the event. The organization/department member will need to fill out an Equipment Check-out form (see appendix) and submit to the Campus Recreation staff member before picking up the equipment. When the organization/department member comes to pick up the equipment it will be checked out & checked in through the ActiveNet system and an ETSU ID is required. The organization/department assumes all liability for the borrowed equipment, and will responsible for any lost or damaged equipment.

Equipment Rental

ETSU students, faculty and staff, as well as other members of the CPA may rent particular outdoor equipment. Visit the Campus Recreation Outdoor Adventure website or call the CPA Member Services Desk for a complete list and prices of this equipment.

Rented outdoor equipment must be paid for at the Member Services Desk located in the front of the CPA. Patrons must show a valid ETSU ID when renting outdoor equipment. A printed receipt will be given to the patron; the patron will turn in the receipt to the Equipment Desk where the rented items are retrieved. Patrons may request an extra hard copy of the receipt for their records, or the receipt can be emailed to the patron upon request. Large items such as Kayaks are picked up and returned through the large loading door in the rear of the CPA located off of Nancy Dishner Drive. All outdoor equipment must be returned by the stated return date and time, and in the same condition, or additional charges or a late fees may be applied.

LOCKERS**Day Lockers**

Day lockers are located in the hallways and in the locker rooms. Day lockers are a free service; however, a quarter is required to operate the locking mechanism; quarters are provided in all the lockers. The quarter is released when the key is returned to the locker; the quarter must be re-entered into the slot to release the key.

Day lockers are checked out through the ActiveNet system at the Equipment Desk. Those needing a day locker may check-out a locker key from the Equipment Desk by having their ETSU ID swiped by the attendant or by providing their E number. When the locker key is returned the ID will be swiped again or E number provided and the locker key will be checked back into the ActiveNet system.

Patrons are expected to lock up their backpacks, gym bags, and other valuables whenever they are using the CPA. ETSU and the Department of Campus Recreation are not responsible lost or stolen items. Please leave valuables at home. For the safety of all participants, no items are to be left on the floors or hanging on machines. Due of the large number of day lockers in the hallways, and limited lockers in the locker rooms, only those that are changing and showering should be utilizing the lockers in the locker rooms.

Locker Rentals

Campus Recreation rents half lockers in the men's and women's locker room and full hallway lockers. The cost is \$5 a month for locker room lockers and \$10 a month for hallway lockers. Locker rental fees are paid for at the Members Services Desk and the key is retrieved from the Equipment Desk; an ETSU I.D. is required. The rental term for lockers is July 1 – June 30. Locker rental rates are pro-rated monthly and renewed yearly on July 1st. Failure to renew locker rental by the due date may result in removal of contents by the CPA staff. Any removed contents will be securely stored and possible suspension of future locker privileges may be imposed on any members who do not renew their locker rental in a timely manner. Contents that have been removed from an expired locker will be stored for a period of 3 months, after which if unclaimed by the owner will be donated to goodwill, and Campus Recreation will not be liable for these items after the 3-month time period.

Additional Locker Policies

- All lockers are operated by quarters. The quarter serves as a “deposit” and is returned each time the locker is opened. The quarter must be inserted into the lock mechanism to release the key and lock the locker.
- No items are to be left overnight in day lockers. Items left in day lockers overnight may be removed by the CPA staff.
- During peak times, only half sized lockers may be available in the locker room for daily use.
- There is a \$40 fee for lost or damaged keys.
- Participants should not leave items in a locker without securing it. Campus Recreation is not liable for lost, damaged or stolen items left unattended in the facility or from lockers.

ACTIVITY AREA RULES**The Department of Campus Recreation and Basler Center (CPA) warning statement:**

There are hazards involved in any physical activities. Abrasions, contusions, dislocations, sprains, strains, and more serious injuries are all possible when working out. Participate in exercise at your own risk. Individuals are responsible for their own health and safety, and assume all liability.

BCPA POOL POLICIES

- Pool use is prohibited unless supervised by a Campus Recreation lifeguard.
- Appropriate swimsuits are required. Street clothes, cut-off clothing, thongs, and see-through swimwear are prohibited. When in question appropriate swimwear will be at the discretion of the Lifeguards and/or Campus Recreation staff on duty.
- The following items and activities are not permitted:
 - ◊ Running, jumping or sliding on the pool deck
 - ◊ Rough play, horseplay, and chicken fights
 - ◊ Summersaults, flip dives or backward dives
 - ◊ Sitting or hanging on lane lines

- ◊ Food or gum on pool deck
 - ◊ Glass containers or beverage in cups/cans
 - ◊ Street shoes
 - ◊ Spitting, nasal discharge, urination, or defecation
 - ◊ Swimming with communicable diseases or open sores
 - ◊ Adhesive bandages
 - ◊ Large, loose jewelry or bobby pins
 - ◊ Tanning oils and body lotions
 - ◊ Floats, rafts, and inner tubes
 - ◊ Disposable diapers (infants must be in swim diapers)
 - ◊ Diving in the shallow end
 - ◊ Standing, kneeling or sitting on kickboards
- Water and sports drinks in a sealable bottle are permitted.
 - Children using a floatation device are limited to the shallow end.
 - Children must be able to swim 25 yd. to the lifeguard's satisfaction or be accompanied by an adult within arm's reach at all times.
 - Children 15 years old and younger must be accompanied by an adult at all times.
 - Children 7 years old and younger must be accompanied in the water by an adult. Lifeguards may require an adult to be in the water with older children who are deemed weak swimmers.
 - Infants and toddlers must wear swim diapers.
 - Please shower before entering the pool, it helps keep the water clear and balanced.
 - Lap lanes are for lap swim. During peak usage, lap swimmers should share lanes and if there are more than 2 in a lane, swimmers should circle swim.
 - Kickboards, fins and pull-buoys are available for lap swim only.
 - Fitness Equipment in the pool is for Group Fitness Aqua class or proper fitness use only (they are not to be used as toys).
 - Return pool equipment to proper storage bins after use.
 - The lifeguard(s) on duty have the final authority on all safety-related issues. A short whistle is used to gain a swimmer's attention. A long whistle blast may signal an emergency; exit the pool immediately and listen to the lifeguard for further instructions.

WEIGHT & CARDIO ROOM POLICIES

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for details).
- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around. Please utilize the lockers and bins. Campus Recreation is not responsible for lost or stolen items.
- No one under the age of 16 is permitted to be in the Weight & Cardio room for any reason.
- Please replace all dumbbells and plates on the appropriate racks when you are finished with them.
- Do not drop the weights on the floor, set weights on the benches or stand on the weight benches.
- Keep hands and feet clear of moving parts while machines are in use. Never put your hands or feet under the weight stacks. Place hands and feet only on the hand grips and foot pads provided.
- Do not operate equipment if it has loose or damaged parts. If the machine fails to operate correctly, do not attempt to repair. Please notify a staff member of the problem.
- There is a 30-minute time limit on all cardio equipment when others are waiting.
- Please wipe off your own equipment with the designated gym wipes when finished with the machine.
- No food or drinks are allowed, water and sports drinks in a sealable bottle are permitted.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.
- Please report all accidents or injuries to a staff member.
- Student weight room attendants are available to demonstrate proper use of the equipment. In addition, they are also available to be spotters for lifting heavy weights. Please ask for assistance when needed.
- No weights on tile floors or basketball courts.
- Weights, kettlebells and other equipment from the first floor may not be taken to the second floor.

- Chalk is to be used with extreme discretion and is limited to the areas of the squat racks and Olympic lifting platforms. Chalk is not permitted in any other area of the CPA. If chalk use spreads beyond the aforementioned areas, the use of chalk in the CPA may be prohibited.

Olympic Lifting Platform and Squat Racks

What is Olympic Lifting? Olympic weightlifting is a ground-based barbell sport in which one attempts to lift heavy weights for full body development. Olympic weightlifting develops body awareness, increases muscular coordination and increases muscle fiber diameter when done correctly utilizing proper training and safety precautions. It is imperative that Olympic weightlifters have good joint mobility and strong experience with core lifts such as the overhead squat, deadlift, clean (with or without a jerk) and snatch.

When can patrons use the Olympic Platform? The platform is open during regular BCPA hours of operation.

What lifts can be performed on the Olympic Platform?

- ✓ Clean and Jerk
- ✓ Muscle Snatch
- ✓ Overhead Squat Power Clean
- ✓ Power Jerk
- ✓ Power Snatch
- ✓ Pulls
- ✓ Push Press
- ✓ Romanian Dead Lift/Straight Leg Dead Lift
- ✓ Shrug
- ✓ Snatch Drop Snatch/Snatch Balance

What lifts CANNOT be performed on the Olympic Platform and ONLY in the squat racks?

- ✓ Front Squats
- ✓ Back Squats

What is the difference between lifting on the Olympic Platform and the Squat Racks?

In addition to the above mentioned lifts, the squat racks are designed to accommodate most if not all of the Olympic Lifts. The difference is that the Olympic Platform allows the EXPERIENCED lifter to add additional weight onto his/her lift to increase strength and work on the explosive nature of the lift. If the lifter gets in a situation where he/she cannot complete the lift, the bumper plates of the Olympic Platform allow the lifter to drop the bar with no damage to the floor. The squat racks and the immediate surrounding areas do not allow for dropping of the weights.

Can I use the regular weight plates on the Olympic Platform?

No. Only the bumper plates are allowed on the Platform and, conversely, the bumper plates cannot be moved from the Platform and used in the squat racks.

Rules and Loss of Privileges of the Platform

1. Proper, close-toed shoes must be worn at all times while utilizing the platform.
2. Chalk is to be used with extreme discretion on the platform.
3. Use straps with extreme caution as they are NOT recommended for Olympic lifting.
4. Due to the expected popularity of the platform, please limit your set work in order to accommodate others.
5. Always rack your weights after you are finished.

Any violation of the Olympic Lifting platform and/or other Campus Recreation policies will result in loss of privileges of the platform and could include suspension/termination of access to the BCPA.

AEROBIC STUDIO POLICIES

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for details).
- No street shoes, boots, open toed shoes, black-soled or marking shoes are permitted.
- No one under the age of 16 is permitted to take Group Fitness classes.
- Be sure to let your Group Fitness instructor know of any injuries or relevant medical information, and definitely sound an alert if you feel pain, lightheaded, or dizzy.
- No food or drinks are allowed, water and sports drinks in a sealable bottle are permitted.
- Any CDs that are found in the fitness studio are for instructor use ONLY, please do not remove music.
- The stereo equipment is for Group Fitness class use and for events with departmental approval only.
- Use of the microphone is reserved for fitness instructors ONLY.
- Please remember to return all equipment to its correct location and store all equipment neatly.
- Please turn off all music and lights upon leaving the room.
- Report any loose or broken equipment (i.e., steps, bands, etc.) to the instructor or a staff member.
- The fitness studio may be reserved (if available) for practices/functions, please submit a BCPA facility request form.
- Do not use any equipment that you are not familiar with. Please ask a staff member or fitness instructor/personal trainer to demonstrate use of any equipment in question.

YOGA STUDIO POLICIES

- Proper athletic attire required, with the exception of shoes (see the BCPA dress code flyer for details).
- Please do not wear shoes in the yoga studio - cubbies are located right outside the door for shoes and other personal belongings. Utilize a locker for locking up valuables and other items.
- No one under the age of 16 is permitted to take Group Fitness classes.
- Cell phones are not permitted. If you must have your cell with you for emergency reasons, please ensure that it is on silent.
- Do not talk during class – please be respectful of the teacher and other students.
- Be sure to let your instructor know of any injuries or relevant medical information.
- If you feel pain, lightheaded, or dizzy during class notify the instructor.
- No food or drink items inside the studio or to be disposed of inside the studio trash can. Water in a sealable bottle is permitted.
- Please be sensitive to others - no strong perfumes or colognes or loud jewelry.
- Try to arrive 5-15 minutes early to set-up your mat and any props. Limited space is on a first come first serve basis only. If arriving late, please be quiet as you enter a class in session.
- After practice, please wipe down the borrowed mats and roll up individually, and then put back in their proper place, along with any other borrowed BCPA props.
- If you must leave class early, please be respectful and leave quietly.

MARTIAL ARTS STUDIO

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for details).
- No street shoes, boots, open toed shoes, black-soled or marking shoes are permitted.
- No one under the age of 16 is permitted to take Group Fitness/Martial Arts classes.
- Be sure to let your Group Fitness/Martial Arts instructor know of any injuries or relevant medical information.
- If you feel pain, lightheaded, or dizzy during class notify the instructor.
- No food or drinks are allowed, water and sports drinks in a sealable bottle are permitted.
- Please remember to return all equipment to its correct location and store all equipment neatly.
- Please turn off all lights upon leaving the room.
- Report any loose or broken equipment to the instructor or a staff member.
- The fitness studio may be reserved (if available) for practices/functions, please submit a BCPA facility request form.
- Do not use any equipment that you are not familiar with. Please ask a staff member or fitness instructor/personal trainer to demonstrate use of any equipment in question.

- Entry and exit to and from the studio is allowed via the back stairwell. However, do not use the rear entrance/exit to the studio if a class is in progress.

INDOOR CYCLING POLICIES

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for more details).
- No one under the age of 16 is allowed to take group fitness classes.
- A bike reservation card is available from the Equipment Desk and is needed to ensure a spot in the class. Space is limited.
- Be sure to let your Group Fitness instructor know of any injuries or relevant medical information, and definitely sound an alert if you feel pain, lightheaded, or dizzy.
- Use of the stereo equipment and microphone is reserved for fitness instructors only.
- Report any loose or broken equipment (i.e. pedals, cages, handle bars, etc.) to the instructor.
- Do not use any equipment that you are not familiar with. Please ask a staff member or fitness instructor/personal trainer to demonstrate use of any equipment in question.
- Please use the available gym wipes to clean off the bike and seat afterwards.

Group Fitness Indoor Cycling bike reservation procedure: Patrons who wish to take an Indoor Cycling class will need to pick up a seat reservation card from the Equipment Desk. We encourage checking out a towel as well to use during the class. The seat reservation card can be picked up as early as 30 minutes prior to the start of the class, and they are on a first come first serve basis. A patron may only pick up one seat card per class and there are a total of 20 available seats. The card will be displayed on the front of the bike.

RACQUETBALL COURT RULES

WARNING: Serious eye injuries can occur while playing racquetball, the use of proper eyewear is highly recommended.

- Players should wear eyewear that has been warranted by its manufacturer as designed for use in racquetball. Eyewear is available for checkout at the Equipment Desk.
- Wrist lanyards are another important safety device and should be used at all times.
- Proper athletic attire and shoes is required (see the BCPA dress code flyer for more details).
- The courts are available on a first come, first serve basis. If others are waiting, the court that has been occupied the longest has 30 minutes to finish play and then must allow others to utilize the court.
- No street shoes, boots, open toed shoes, black-soled or marking shoes are permitted on the courts.
- Dependents must be accompanied by their parent/guardian.
- Please report all accidents or injuries to a staff member.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.

GYMNASIUM RULES (Courts 1-3)

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for more details).
- A proper workout shirt must be worn at all times; no “skins” allowed.
- No street shoes, boots, open toed shoes, black-soled or marking shoes are permitted on the courts.
- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around. Please utilize the lockers and bins. Campus Recreation is not responsible for lost or stolen items.
- Intramurals and reservations take precedence over free play.
- The courts are available on a first come, first serve basis. If others are waiting for a particular court, the players on that court have 20 minutes to finish play, and then must allow those waiting to utilize the court.
- No food or drinks are allowed, water or sports drinks in a sealable bottle are permitted.
- No dunking or hanging on the rims or backboards.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.

- Dependents must be accompanied by their parent/guardian.
- Please report all accidents or injuries to a staff member.
- Patrons must conduct themselves in an appropriate manner. Anyone in violation is may be asked to leave the facility.
- No weights are permitted in the gymnasium.
- Softball/Baseball throwing/pitching and catching is not permitted in the Gymnasium.
- Indoor Soccer is not permitted on courts 1-3; it is permitted on Court 4 with the use of an ETSU CR Indoor Soccer ball.
- Please do not throw or kick any type of ball against the walls or windows.

COURT 4 RULES

- Proper athletic attire and shoes is required (see the BCPA dress code flyer for more details).
- A proper workout shirt must be worn at all times; no “skins” allowed.
- No street shoes, boots, open toed shoes, black-soled or marking shoes are permitted on the courts.
- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around. Please utilize the lockers and bins. Campus Recreation is not responsible for lost or stolen items.
- Intramurals and reservations take precedence over free play.
- The courts are available on a first come, first serve basis. If others are waiting for a particular court, the players on that court have 20 minutes to finish play, and then must allow those waiting to utilize the court.
- No food or drinks are allowed, water or sports drinks in a sealable bottle are permitted.
- No dunking or hanging on the rims or backboards.
- No throwing/pitching on court.
- Indoor soccer is to only be played on court 4.
- Only indoor soccer balls checked out from the Equipment Desk are permitted inside – personal soccer balls of any kind are not allowed.
- Indoor soccer goals must be used for games and shooting; the wall pads are not to be used as goals or targets.
- Intramural games take precedence. There are set times for Informal Recreational Indoor Soccer and Volleyball, please check the gym schedule for days and times.
- In order to protect the facility and patrons, soccer balls are not allowed to be kicked into windows, walls or at/above the basketball goals.
- In order to reduce the risk of injury the following are not allowed: pushing, slide tackling, or rough play of any kind.
- Failure to follow these policies for Indoor Soccer may result in individual loss of BCPA privileges & an overall suspension of Indoor Soccer at the BCPA.
- No weights or dumbbells allowed on court.
- Profanity, abusive language, fighting, and/or harassment will not be tolerated.
- Dependents must be accompanied by their parent/guardian.
- Please report all accidents or injuries to a staff member.
- Patrons must conduct themselves in an appropriate manner. Anyone in violation is may be asked to leave the facility.

INDOOR TRACK & WORKOUT AREA POLICIES

- Do not leave your valuables unattended. Do not leave bags or personal items on the floor or lying around. Please utilize the lockers. Campus Recreation is not responsible for lost or stolen items.
- No one under the age of 16 is permitted to be on the indoor track or in the upstairs workout area, with the exception that children ages 9-15 & parents with strollers may use the **Indoor Track** Monday-Friday from open until 3:00pm & Sat. from 10am-6pm. Children must be directly supervised by a parent.
- Place equipment back in appropriate location after use.
- There is a 30 minute time limit on all cardio equipment when others are waiting.
- Please wipe off your own equipment with the designated gym wipes when finished with the machine.
- Proper athletic attire and shoes is required (see the BCPA dress code flyer for more details).

- No food or drinks are allowed, water or sports drinks in a sealable bottle are permitted.
- Please refer to the Indoor Track banner for track rules.

BASLER TEAM CHALLENGE & AERIAL ADVENTURE COURSE (BTC & AAC)

Location: The Basler Team Challenge & Aerial Adventure Course (BTC & AAC) located at 503 Go Bucs Trail.

Basler Team Challenge and Aerial Adventure Course features low and high ropes challenges. The Aerial Adventure course is comprised of 21 unique climbing, zipping, walking, jumping, balancing, and swinging challenges as participants move from one platform to another. They are anchored to several large telephone poles at 3 different heights above the ground, which offers a range of features with varying levels of difficulty to allow participants to stretch their limits, both physically and mentally, while harnessed up and safely on belay. The 44 foot Climbing Tower features the following components: climbing, rappelling, bouldering, zip lines, quick descent, and the giant swing.

See the BTC & AAC rates below for team building and challenge course program fees. Fees apply to all ETSU student organizations, groups, classes, and departments that want to schedule a team building program or group activity time on the low or high elements of the course. There are rates for ETSU affiliated camps and non-profit groups, as well as for non-ETSU Groups & Corporate Groups.

The following policies and procedures have been developed for the safe and enjoyable use of these facilities.

- Team challenge and aerial adventure activities may include stretching, reaching, bending, balancing, lifting, climbing, rappelling, and zip lining. Injuries or issues with knees, back, neck, recent surgery, pregnancy, high blood pressure, etc. are examples of contra indications for participation.
- All participants are required to know their own personal physical, emotional and mental limitations. If these limitations are unknown, participants need to consult with their personal physician. Participants are encouraged to disclose pertinent health information to Outdoor Adventure staff.
- All participants must be of sound mind and body, not under the influence of drugs and / or alcohol.
- All participants must follow all policies and instruction from Outdoor Adventure staff at all times.
- Minimum age requirement for participation in any course activities is 12 years old.
 - a. For open recreation use children ages 12-17 must be accompanied at all times by a parent or legal guardian. The parent/guardian must complete & sign the release for their child in advance participating in course activities.
 - b. For group use of the course by children ages 12-17 an adult group leader must be present throughout the duration of the program; a parent/guardian must complete & sign the release for their child in advance of the program, if they are not present at the start of the program.
- Weight limit for the Aerial Adventure Course and / or climbing activities is 250 lbs. with equipment. Regardless of weight all participants must be able to properly fit into a harness.
- All participants must complete and sign the Release of Liability and Hold Harmless Agreement and Agreement to Follow Policies.
- All participants, or minor's parent/guardian, must sign-in before participating in any course activities.
- Clothing must provide appropriate coverage / protection for use with full-body harness; short shorts are not permitted.
- Closed toe and closed heel shoes are required. Climbing shoes, athletic shoes, tennis shoes, etc. are acceptable. Sandals, Chacos, Tevas, Crocs, 5 Fingers, etc. are not permitted.
- Remove jewelry, empty pockets, long hair tied back in pony tail and use safety straps for glasses.
- No candy, gum, or other choking hazards are permitted.
- Authorized instructors must be present and attentive.
- No horseplay, negative / derogatory comments, or unsafe conduct will be tolerated!
- Proper care of equipment is a must. No stepping on ropes, dropping/tossing carabiners/belay devices, or other unsafe actions.
- "Ground School" participation is required for all challenge course groups and first-time open recreation users of the Aerial Adventure course.

- Proper commands must be used.
- Problems such as accidents, injuries, and equipment damage must be reported to staff immediately.
- Helmets are required on all Aerial Adventure Course and Zip Line activities.
- Failure to comply with these policies may result in a loss of course use/privileges.

Basler Team Challenge & Aerial Adventure Course Rates

Effective July 1, 2016

Rates for ETSU Student Groups, Departments, & Classes:	Up to 2 hours	1/2 day program (up to 4 hours)
Team Building Program (with portable props; no challenge course elements)	Free of charge (90 minutes max.)	N/A
Low Elements Challenge Course program	\$5 per person (\$50 group min.)	\$8 per person (\$80 group min.)
Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	\$8 per person (\$80 group min.)	\$10 per person (\$100 group min.)
Rates for ETSU affiliated camps and non-profit groups:		
Team Building Program (with portable props; no challenge course elements)	\$8 per person (\$80 group min.)	N/A
Low Elements Challenge Course program	\$12 per person (\$120 group min.)	\$16 per person (\$160 group min.)
Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	\$16 per person (\$160 group min.)	\$20 per person (\$200 group min.)
Rates for non-ETSU Groups & Corporate Groups:		
Team Building Program (with portable props; no challenge course elements)	\$10 per person (\$100 group min.)	N/A
Low Elements Challenge Course program	\$18 per person (\$180 group min.)	\$22 per person (\$220 group min.)
Challenge Course program including a sequence of high elements course (multi-level challenge course, climbing/rappelling tower, or zip lines)*	\$22 per person (\$220 group min.)	\$30 per person (\$300 group min.)
*Can include select low elements; with 2 hour block time staff reserves right to limit group 1 high element		

Basler Team Challenge & Aerial Adventure Course Reservation Policies and Procedure

1. Reservation request must be submitted a minimum of 3 weeks prior to the dates being requested.
2. If the date is available a \$50 non-refundable deposit is due immediately to confirm the date.

3. An invoice for the program will be sent within 3 business days of the program; payment in full is required within 30 days of the receipt of the invoice. Groups must submit one lump sum payment for the program; no individual payments will be accepted.
4. For ETSU groups, deposits and payments in cash or check will be made at the Basler Center for Physical Activity (CPA) Front Office (2nd Floor); departmental transfers are also an option with prior arrangement.
5. For non-ETSU groups, deposits and payments will be arranged through the ETSU Camps & Conferences office.
6. Cancellations made less than 5 days prior to the program date will be subject to the full amount due based on the Program Agreement.
7. Confirmation of number of participants is due a minimum of 5 business days prior to the program date. Fewer participants will not be refunded. Adding participants will be handled on a case by case basis, and are subject to additional per person fees.
8. Our programs are “Rain or Shine” we do not have the option to schedule a back-up rainy day program site.
9. We reserve the right to cancel a program due to environmental hazards (lightning storm, torrential rain, snow / ice, high winds (in excess of 30 mph), extreme cold (below 28 degrees Fahrenheit) or heat above 99 degrees Fahrenheit), etc.
10. Emergency closures of the university will result in program cancellation.
11. Programs disrupted by environmental hazards such as lightning will receive partial refunds based on the time that is lost due to the disruption, for example if a 4 hour program that is canceled 1 hour or less after the program begins may receive a 75% refund, 1 – 2 hours a 50% refund, 2 – 3 hours a 25 % refund, etc.
12. Any program canceled by Outdoor Adventure Campus Recreation before the program starts will receive a full refund or the option to reschedule the program at a later date.
13. It is the responsibility of the contact person scheduling the program to communicate to all participants the proper attire for the course and items to bring to the program; a Participant Information Need to Know FAQ will be included with the Program Agreement.
14. All participants must be on time, we cannot accommodate late participants.
15. All participants must read, agree to and sign the Team Challenge & Aerial Adventure Course Release of Liability / Hold Harmless Agreement and the Agreement to Follow Policies.

CLIMBING WALL POLICIES

Climbing facilities at ETSU include the Indoor Wall located in the lobby of the Basler Center for Physical Activity (CPA) and the Outdoor Climbing Tower at the Basler Team Challenge & Aerial Adventure Course. The following Climbing policies and procedures have been developed for the safe and enjoyable use of these facilities.

1. Minimum age requirement is 12 years. Under the age of 16 must be accompanied by a parent or guardian.
2. All climbers must have a completed and signed “Agreement to Follow Rules” form and “Acknowledgement of Risk, Informed Consent and Release of Liability” agreement on file at each climbing site.
3. All climbers must sign “Climber’s Log” before climbing.
4. All Climbers must wear their “Climber’s Card” when harnessed.
5. Remove jewelry, empty pockets and use safety straps for glasses.
6. Authorized instructors must be present and attentive.
7. Closed face shoes are required. Climbing shoes, athletic shoes, tennis shoes and hiking boots are acceptable – no sandals!
8. Ball chalk only, no loose chalk, no chalk on ropes.
9. No horseplay or unsafe conduct will be tolerated!
10. Proper care of equipment is a must. No stepping on ropes, dropping/tossing carabiners/belay devices, or other unsafe actions.
11. Proper climbing procedures and commands must be used.
12. Problems such as accidents, loose holds and equipment damage must be reported to staff immediately.

For policies and procedures regarding personal harness use, bouldering, belay authorization, lead climbing, helmet use please refer to staff members on duty.

Climbing at ETSU recognizes 4 levels for skills associated with climbing wall activities:

- 1st time climbers and climb only participants
- Outdoor wall top rope belay
- Indoor wall top rope belay
- Sport climb/belay on the indoor wall only.

Bouldering Policies:

- Bouldering is permitted on the lower 10 ft. of the Climbing Tower.
- No bouldering under climbers.
- Spotters are recommended.

LOCKER ROOMS

The locker rooms are utilized by students, faculty, staff and dependents; please follow these guidelines while utilizing the locker room. With the addition of the Change Room children of the opposite sex over the age of 6 will not be permitted in the Locker Room.

- Use modesty while walking around the locker room facility, towels to dry off and/or cover up are available for check out with an ETSU I.D. card at the Equipment Room
- With parents or guardians accompanying children of the opposite sex who are older than 5-6, please make an attempt to have them use the same sex locker room and use discretion when bringing a child into a locker room of the opposite sex.
- Clean up after yourself, please do not leave towels or trash lying around the locker room.

CHANGE ROOM

The Change room was added to the CPA as a part of the expansion project in 2013. The handicap accessible Change room features a bathroom stall, a shower, a sink and bench seat. The facility is for family use or for individuals who desire more privacy than the Locker Rooms provide while showering or changing in the CPA. There is direct access to and from the pool via the pool deck hallway entrance. This entrance to the pool will be unlocked during the times that the pool is open.

MULTI-PURPOSE ROOM (MPR)

Outside of Campus Recreation meetings and events, the MPR is primarily used for ETSU organizations and departments for meetings, workshops, social gatherings, ceremonies and practices. The MPR policies are as follows:

- Any event/ activity in the MPR must be scheduled through, and approved by, Campus Recreation using the Facility Request form; please refer to the form for reservation and event policies (see appendix)
- Approved activity use only, and all University and Campus Recreation policies must be followed, including the University Food Services Catering policies
- No candles may be burnt for any reason
- The organization is responsible for returning the room to the condition it was in before the event, including placing all trash in trash bins, washing all dishes, cleaning out the sink, wiping off tables and counters, etc.
- For events with food and beverages, no food or drink should be left in the refrigerator or the room without permission from a full-time Campus Recreation staff member
- The table tennis table may only be used in the back half of the MPR (side without the kitchen) when that side of the room is not reserved for an event; the table tennis table is not to be moved out of the back half of the MPR or used elsewhere in the facility

CAMPUS RECREATION OUTDOOR RECREATION FACILITIES

CPA INTRAMURAL FIELD

Location: The Front (north) Yard is adjacent to parking lot 21.

The following rules govern the CPA Intramural Field:

- Players play at their own risk.
- Intramural sports take priority over open rec.
- Valid ETSU ID is required. NO ETSU ID, NO PLAY
- Alcoholic beverages and illegal substances of any kind are prohibited

- No pets allowed
- Excessive profanity or abusive language of any kind will not be tolerated
- Fields are subject to closure for maintenance or inclement weather
- Patrons are expected to conduct themselves in an appropriate manner. Anyone in violation is subject to immediate removal from the facility

UNIVERSITY TRAIL SYSTEM

Location: The primary trail head one (PTH1) is at parking lot 13; the primary trail head two (PTH2) is adjacent to Central Receiving.

With nearly 5 miles of multi-use trails on campus, the University Woods is a cherished outdoor arena for Mountain Bikers, Trail Runners and Hikers to enjoy. Please be courteous and follow all Trail rules.

Trail rules

- University Trail system is on State owned property and there is no access control
- Usage or travel through this area is at your own risk regardless of activity
- You are responsible for your actions
- Trails are closed from dusk to dawn
- Stay on the trails
- Trails are multi-use - be alert for other users - cyclists yield to pedestrians
- Do not ride on the trails when they are muddy or wet
- Please be considerate of other trail users – Keep pets on a leash and pick up after your pets
- Utilize the trails with at least one other person; if you are using them solo it is highly recommended that you inform someone of your plans
- No unapproved altering, building or rerouting of trails permitted
- No fires, camping, paintball or other activities not suitable for outdoor trails
- No motorized vehicles permitted
- Do not pick up any plants or animals – leave nature intact for others to enjoy
- Obey all ETSU policies and regulations, including no smoking or drinking

Call ETSU Public Safety to report emergencies, injuries, vandalism, or inappropriate use:

- Go to the nearest ETSU Blue Light Emergency phone
- Dial 423-439-4480 from a cell phone to reach ETSU Public Safety Dispatch
- Please note dialing 911 from a cell phone will contact Washington County 911*

Report maintenance issues and hazards to ETSU Campus Recreation via phone at 423-439-7981 or email at CampusRec@etsu.edu.

DISC GOLF COURSE @ ETSU

Location: 148 Treasure Lane and the corner of Southwest Avenue.

- Be earth conscious - Don't Litter – Place trash and recycling into receptacles.
- Disc Golf is played like Golf, using flying discs. One stroke is counted each time the disc is thrown, and when a penalty is incurred. The winner is the golfer with the lowest score.
- Tee throws must be completed within the designated tee pad area.
- After teeing off, the player whose disc is farthest from the hole always throws first. The player with the fewest strokes on the previous hole is first to tee off.
- Fairway throws must be made with the foot closest to the hole on the spot where the last throw came to rest. The other foot may be no closer to the hole than the foot on this lie.
- A run-up and normal follow-through, after the release, are allowed more than 10 meters (32 feet) from the hole. Inside 10 meters, a player may not step past his / her lie. Falling or jumping putts are not allowed inside 10 meters.
- A disc that comes to rest inside the Disc Pole Hole basket or chains constitutes successful completion of that hole. A disc that comes to rest on top of the pole does **not** constitute a successful putt.
- A disc that comes to rest more than two meters above the ground is considered unplayable. The disc must be thrown from

the ground directly below the disc and there is a one stroke penalty.

- A throw that lands out-of-bounds must be played from the point where the disc went out-of-bounds. One stroke penalty is incurred. Water, roads, pavilions, and walkways are normal Disc Golf out-of-bounds hazards.
- If a disc comes to rest in the road or across the road from the course, **DO NOT** attempt a throw from that area. Take a one stroke penalty and play from the course-side of the road and at least 10 feet from the road.
- Never throw until the players ahead of you are out of range, and until the fairway is completely clear of spectators and passersby.
- Be aware of the trail through the course area that mountain bikers, runners and walkers utilize.
- The course is on ETSU property and all University rules and regulations apply.
- Call ETSU Public Safety to report emergencies, injuries, vandalism, or inappropriate use:

- Go to the nearest ETSU Blue Light Emergency phone
 - Dial 423-439-4480 from a cell phone to reach ETSU Public Safety Dispatch
 - Dial 911 from a campus phone
- (Please note dialing 911 from a **cell phone** will contact **Washington County 911**)

- Report maintenance issues and hazards to ETSU Campus Recreation via phone at 423-439-7981 or email at CampusRec@etsu.edu.

CAMPUS RECREATION TENNIS COURTS

Location: The Recreation Tennis Courts are located at 1172 JL Seehorn Road.

Usage Policies

- Courts are open to ETSU students, faculty and staff.
- No private instructions or classes are allowed without written permission from the Department of Campus Recreation.
- Any other organized activities must be approved and scheduled by the Campus Recreation Assistant Director for Outdoor Facilities.
- Organized activity occurring on the Tennis Courts must be approved and supervised by the Department of Campus Recreation. For information on reserving court space go to www.etsu.edu/rec.

Hours of Operation

- Tennis courts are open from Dawn to Dusk.
- Parking is available in lots 19 (next to the CPA) and 22A (across from Summers-Taylor Stadium). Handicap parking is available next to the courts.
- Tennis equipment is available for check-out at the CPA equipment room.
- The court lights will only be used for court reservations made in accordance with established Campus Recreation facility reservation policies.

Court Policies

- Courts are for tennis only. Courts may not be used for other activities without proper authorization.
- Play should be limited to one hour while others are waiting.
- Appropriate attire and footwear is required at all times, including but not limited to:
 - Non-marking athletic shoes
 - Clothing conducive to active movement and respectful of other patrons:
 - Upper body clothing must be worn and cover the full torso; prohibited upper body clothing includes cutoff t-shirts, cropped tanks, halter tops, and sports bras.
 - Athletic-type lower body clothing is required and shall be worn properly on the hips and be long enough to cover the buttocks and groin while exercising or moving.
- Please follow proper court etiquette at all times (no pushing, swearing, yelling, throwing objects, or rough play)
- Leaning, hanging or pushing on the net is not permitted.
- Patrons are asked to dispose of any trash after court usage.

- Equipment may not be moved, altered, or removed without authorization from the Department of Campus Recreation.
- Spitting on court or in drinking fountains is not permitted.
- The following items are strictly prohibited on the playing courts at all times:
 - Non-tennis specific shoes
 - Food or drinks other than water in a non-breakable container
 - Glass containers
 - Gum
 - Candy
 - Alcohol, drugs, and tobacco products
 - Bicycles
 - Skateboards
 - Roller blades
 - Any other non-tennis equipment or activity
 - Pets

Tennis club use/practice times

Campus Recreation sponsored club and intramural activities will take priority over other requests and open rec. Sport club practice times will be posted on the sport club website.

Emergency procedures

Notify ETSU Public Safety 423-439-4480 immediately for any emergency.

CAMPUS RECREATION FIELD COMPLEX

Location: The complex is located at 1510 Seminole Drive at the corner of Ashley Road.

Usage Policies

- Facility and field access and use provided for ETSU students, faculty, staff, and other approved guests during authorized times only.
- Players and spectators assume their own risk
- Players and guests are expected to abide by all University and Department of Campus Recreation policies
- Tobacco and alcohol is prohibited
- No pets allowed within the complex
- Any other organized activities must be approved and scheduled by the Campus Recreation Assistant Director for Outdoor Facilities. All organized activity occurring in the Complex must also be supervised by the Department of Campus Recreation.

Hours of Operation

- Open recreation hours will be scheduled during the fall and spring semesters. Hours will be posted on the Campus Recreation website.
- Fields are subject to closure for maintenance and/or inclement weather.
- Intramural Sports and Sport Club reservations take priority over open recreation.

Field Rules

- ETSU I.D. required to play – No Exceptions
- No food, gum or sunflower seeds allowed inside the fields or dugouts.
- Metal-tipped cleats and spikes are prohibited.
- “Soft Toss” against the fences and netting is prohibited.
- Players and spectators are expected to conduct themselves in an appropriate manner at all times.
 - Anyone in violation is subject to immediate removal from the facility and potential loss of recreational privileges.

Emergency procedures

- Notify ETSU Public Safety 423-439-4480 immediately for any emergency.
 - An emergency call box is located between the parking lot and field #1 and is a direct link between the caller and ETSU Public Safety.
- An AED is located in the Field House Office.

- All Campus Recreation policies regarding inclement weather and weather related emergencies shall be followed.
- The Field House Pavilion can be used as a shelter in the event of inclement weather.

FITNESS PATH

The Fitness Path is approximately a 1 mile loop around the CPA, Intramural Field, and the Summers-Taylor Soccer Complex. The large loop can be broken down into the CPA (East) loop and is ~2/3 of a mile and the Soccer Complex (West) loop is ~5/9 of a mile.

Fitness Path Usage Guidelines

- Users assume all liability while using the Fitness Path
- Pets must be on leash at all times
- Pets are not permitted on/within vicinity of Intramural/Athletic Fields
- Owners must clean up after their pets
- For emergencies, contact ETSU Public Safety at 423-439-4480 or use Emergency Phone

APPROVED RADIO STATIONS

Approved Radio Stations to play in the CPA:

92.3	WXIS – “Jammin”	(R/B, Hip-Hop)
94.9	WAEZ – “Electric”	(Rock)
95.9	WRZK – “The Hog”	(Rock)
96.9	WXBQ – “The Rabbit”	(Country)
99.3	WTZR – “Z-Rock”	(Rock)
102.7	WVEK – “Classic Hits”	(70’s/80’s Rock)

No other stations may be played. The radio may be changed by request to any one of the approved stations. Once the radio has been changed, it may not be changed again for at least 30 minutes.

PROGRAM DESCRIPTIONS / POLICIES

Group Fitness Program

- **OUR MISSION:** Through Group Fitness, our mission is to enhance the physical well-being of the entire ETSU community by providing a wide range of cardiovascular, toning, flexibility, mind-body and endurance activities ranging from beginner to advanced level.
- **CLASSES:** Classes are as varied, as are the participants - there is a class for everyone. The demands of each class are tuned to the abilities and desires of the participants.
- **CERTIFIED INSTRUCTORS:** All of our instructors are required to hold and maintain a nationally recognized certification and a CPR/AED certification.
- **PARTICIPATION:** All Group fitness classes are FREE to students who have paid their student activities fees, as well as all current CPA patrons who aged 16 and over.
- **DRESS CODE:** Proper athletic attire must be worn during Group Fitness classes and Personal Training sessions (i.e. no jeans, no street shoes, etc.). Please refer to the Dress Code flyer displayed in the CPA.

Class Types and Descriptions can be found online www.etsu.edu/students/campusrec/fitnessprograms. Please note that all classes and class times are subject to change.

Personal Training Program

- **OUR MISSION:** to teach the client how to effectively and efficiently use their body to reach their fitness/lifestyle goals. Personal trainers are here to provide their clients with safe, effective workouts designed to educate and meet realistic goals set forth at the beginning of the training sessions. The personal training programs can include: weight management strategies, sport specific training, cardiovascular training, weight training and/or flexibility training.
- **CERTIFIED PERSONAL TRAINERS:** All of our trainers are required to hold and maintain a nationally recognized personal training certification and a CPR/AED certification. Personal trainers are NOT permitted to give any specific nutritional/pharmaceutical advice to clients.

- **DRESS CODE:** Proper athletic attire must be worn at all times during Personal Training sessions (i.e. no jeans, no street shoes, etc.). Please refer to the Dress Code flyer displayed in the CPA.
- **PARTICIPATION:** All ETSU students, faculty, staff and retirees receive two complimentary 1 hour personal training sessions (during career at ETSU). Spouse, domestic partner, alumni and dependent members are not eligible for the two complimentary sessions, but are eligible to purchase a training package. This form is to be filled out for the two complimentary sessions or to purchase a personal training package. After the two complimentary sessions, patrons may purchase one of the following packages. All package fees are paid at the Member Services desk with cash, check or EBUCS. We offer individual or buddy session packages.
- **HOW TO REQUEST A PERSONAL TRAINER:** A personal training packet are retrieved by visiting the website www.etsu.edu/students/campusrec/fitnessprograms/personaltraining. Print out the packet, fill it out in its entirety, and return the packet to the front office of the CPA. Trainers will be notified of new packets and clients will be contacted to set up appointments once the trainer has claimed the packet.

Casual Care

The Casual Care hours are in two time blocks during the week and one time block on Saturdays; closed Sundays. Hours may vary during school holidays, academic breaks, and summer, so please read the signs posted on the Casual Care door and on the Campus recreation website (www.etsu.edu/rec). Hours are subject to change without notification. The Center is subject to closing without notification.

Casual Care ratios staff to children:

- With 2 Casual Care staff members on duty there can be up to 12 children maximum, for any children under the age of 2 ½ the maximum number decreases by 1, with a maximum of 6 children under the age of 2 ½.
- With 3 Casual Care staff members on duty there can be up to 15 children maximum, for any children under the age of 2 ½ the maximum number decreases by 1, with a maximum of 9 children under the age of 2 ½.
- When there is a maximum number of children in Casual Care a sign will be posted on the entrance door, and no additional child(ren) will be able to be dropped off until a child(ren) leaves.

*Staff to children ratio will further decrease when multiple children under the age of 1 are in Casual Care and will be up to the discretion of Casual Care staff.

*Casual Care staff reserve the right to post the maximum number sign and not take in additional children if there are mainly babies under the age of 1 in Casual Care.

Casual Care policies:

- Children must be 3 months to 8 year of age to remain in Casual Care
- Parent/guardian must remain inside the CPA while child is in Casual Care
- CPA alumni members are required to purchase a dependent pass for their child(ren) to be eligible to use Casual Care.
- Casual Care enforces a staff to child ratio policy that ensures the safety of the children in the center, the policy is posted on the parent information board and the door of the center
- Parents/guardian are permitted to have their child(ren) in the Casual Care center for one visit per day, for a maximum of 90 minutes - due to the overlap, number of children, and wide age ranges we cannot exceed this limit regardless of Tennessee State regulations
- Parent/guardian must provide diapers, food and any other toys/books for their child(ren) while they are in Casual Care
- If you child has been sick or running a fever please be considerate of other children and wait at least 48 hours before bringing your child into Casual Care; Casual Care staff reserves the right to deny entry to a visibly sick child
- Casual Care staff does not change cloth diapers
- Casual Care does not administer medicine or apply sun screen – please plan ahead
- All children and parents/guardians must have a Parent/Guardian agreement and Child Information form on file prior to leaving a child in Casual Care
- Children dropped off/picked up by a nanny/babysitter must have written approval by parent/guardian, which will be kept on file
- East Tennessee State University assumes no responsibility for injuries received at Campus Recreation facilities. All parents/guardians are reminded that participation in Casual Care is voluntary.
- In the event that a child gets ill or injured, or has a major problem, while in Casual Care, Campus Recreation staff will make every attempt to locate the parent/guardian immediately

- To ensure the safety of patrons with allergies, Casual Care is a nut-free facility. Please plan snacks accordingly.
- Disruptive Behavior Policy:
 - If a child shows or displays disruptive behaviors, whether on a continuous basis or a one-time issue, Campus Rec. and the parent/guardian(s) will have a meeting to discuss options to ensure the disruptive behavior stops. This might include a temporary leave of absence for the child from Casual Care, if warranted. We will also help provide resources, via the Child Study Center, to help the child and parent/guardian(s) correct the disruptive behavior.

Aquatics / Swim Lessons

The purpose of the Aquatics Program is to offer activities and programs that benefit the ETSU campus and its patrons. Listed are programs and activities the Aquatics Program offers:

- | | | |
|-----------------------------------|--------------------------------------|--|
| • Lap Swim | • Swim Lessons (Private & Group) | • Sport Club Programs |
| • Family Swim | • SCUBA (for credit course) | • Special Events for families & students |
| • Water Aerobics | • Kayak Clinics/Roll School | |
| • Educational Classes | • Rentals for parties & other events | |
| • Lifeguard Certification Classes | • Intramural Programs | |

Swim Lessons provide the ETSU campus body a way to learn how to swim or to improve their swim skills. We offer children's group and private lessons to all ages. Preferably, instructors have a WSI or YMCA swim lesson certification, however all instructors go through a training course on swim lesson instruction at the CPA Pool before they can teach lessons.

Children's group lessons consist of 8 lessons, which meet twice a week for 30 minutes. There will be a ratio of 1:6 for instructor to participant and the cost of the class will be \$40/per swimmer for ETSU students, \$50 for ETSU faculty, staff, and affiliated groups, and \$75 for non-ETSU patrons. Should there be an overflow of registrants, a waiting list will be created and if there is an available instructor and enough participants, an extra class will be created. Depending on the skill level and age of the child will depend on which class level the child will be placed in. It is strongly suggested to mark which level the child is at, upon registration. Group lessons are open to everyone, including non-members of the local community.

Private Lessons consist of 6 lessons at 30 minutes each and are set up through the instructor and the participant, during regular pool hours. Private lessons for students are \$50/per swimmer and faculty/staff are \$60/per swimmer. Adult and child lessons are offered. All private lessons must register through the Member Services Desk and must be conducted at the CPA. The participant must give the instructor 24 hour notice of cancellation in order not to lose a session. The instructor must give the participant 24 hour notice of cancellation and reschedule at that time. Should an instructor not give 24 hours notice, an extra lesson will be added on the participant's group of sessions. Private lessons are for ETSU students, faculty, and staff only.

Intramural Sports

The Department of Campus Recreation offers its students and employees a comprehensive individual and team intramural program. Intramurals are structured recreational and competitive sports and activities for individuals in the ETSU community. Competitions and activities are held in league, tournament, meet, and race format. Previous athletic experience **is not** a prerequisite to participate in intramurals.

The Intramural program is staffed by an Assistant Director, Intramural Graduate Assistant, and student staffs who serve in the capacity of game officials, game supervisors, and scorekeepers.

For additional information or intramural policies, please refer to the Intramural Handbook located online at http://www.etsu.edu/students/campusrec/documents/intramural_handbook.pdf.

Three different leagues are generally offered each semester. Flag football, volleyball and soccer are offered during the fall semester. Basketball, softball and a 4-on-4 flag football passing league are offered during the spring semester. Leagues for kickball, dodgeball, inner tube water polo, and ultimate frisbee have been added to the schedule. In addition to the team sports leagues, a number of individual and special events are held throughout the year.

A complete list of intramural activities, entry deadlines, and other important dates is located on the intramural website (www.etsu.edu/IMSports). The intramural program utilizes Imleagues, an online registration/scheduling and league administration system. All intramural participants will be required to create an account on Imleagues.com.

To create an Imleagues account:

- Go to www.imleagues.com.
- Click on the "Sign Up" link.
- Enter your information, **including your school email address** (@etsu.edu or @goldmail.etsu.edu), and submit.
 - **You must use your school email address.** The Imleagues system recognizes your school's domain and will only allow you to join the ETSU site with the proper email domain.

- You will be sent a temporary password to your **school email account**.
- Log in to **imleagues.com** using your email address and temporary password. You will be prompted to change your password.
- After changing your password, the East Tennessee State University link should pop up. Click “**Join School**.”

How to sign up for an intramural sport:

- Log in to your **imleagues.com** account.
- Click on the “East Tennessee State University” link.
- The current sports are displayed toward the bottom of the screen. Click on the sport you wish to join.
- Choose the league you wish to play (i.e. Men’s Competitive, Men’s Recreational, Women, etc.).
- You can join the sport one of three ways:
 1. Create a team (*team captains*)
 2. Request to join a team
 3. Join as a Free Agent

Sport Clubs

Sport Clubs are registered student organizations formed by individuals who are motivated by a common interest in expanding their proficiency and participation in a specific sport and are active under the Campus Recreation Sport Clubs program. Sport Clubs are student initiated and student run organizations, and follow the policies and procedures governing all clubs at ETSU, in addition to Campus Recreation’s Sport Clubs policies and procedures. Sport Clubs give East Tennessee State’s students an opportunity to participate in competitive sport activities, learn new skills, improve skill levels, gain leadership experience and enjoy the recreational and social fellowship derived from sports involvement. The concept of the program is to give students the chance to play competitively against opponents outside of ETSU. All current ETSU students are eligible to join any sport club regardless of experience or ability. There are opportunities for ETSU faculty and staff to assist in the Sport Club program through advisement and coaching roles.

For more information on ETSU Sport Clubs, visit the Sport Club website (www.etsu.edu/students/campusrec/sportsclubs).

Outdoor Adventures

Outdoor Adventures at ETSU has four main components: Open Climb, Adventure Trips (including the Buccaneer Outdoor Adventure for first time freshman), Buc Bikes, and Team Building at the Basler Team Challenge & Aerial Adventure Course.

Open Climb

The ETSU Campus Recreation Department operates two artificial rock-climbing facilities for ETSU students, staff, and faculty. There is an outdoor climbing wall located at the Basler Team Challenge & Aerial Adventure Course and an indoor wall located inside the Basler Center for Physical Activity. There is open climb generally 5 days a week during the academic school year. Open climb is held outdoors during the daylight hours with nice weather, otherwise open climb is held indoors.

The program recognizes 4 levels for skills associated with climbing wall activities:

- 1st time climbers and climb only participants
- Outdoor wall top rope belay
- Indoor wall top rope belay
- Sport climb/belay on the indoor wall only.

Outdoor Adventure Trips - “Get out there!”

ETSU Campus Recreation provides a variety of outdoor activities, trips and skill clinics. We are committed to enjoyable, challenging and affordable programs that allow participants to learn skills necessary to safely enjoy the outdoors. Our goal is that these experiences will develop attitudes and behaviors that foster connectedness to the environment, the Earth and to one another.

Trip Philosophy – Activities are based on a common adventure philosophy – “to achieve an enjoyable and worthwhile experience while displaying the greatest respect for the environment.” The common adventure is a group experience and group effort. Although non-structured “down-time” will be provided, individuals are expected to participate in all activities and at times may be asked to make group needs a priority over personal needs.

T.I.P.S. – Trip Information and Planning Sessions (T.I.P.S.) prepare participants by familiarizing them with equipment, route descriptions, activity schedule, menu planning, skill development and other pertinent pre-trip planning and preparation activities. Unless prior arrangements are made with the program coordinator, attendance at T.I.P.S. is required for participants.

Code of Conduct – Participants in Campus Recreation Outdoor Adventure activities are expected to adhere to and are subject to “Institutional Student Disciplinary Rules” as described in the SPECTRUM Student Handbook. Trip participants are expected to act and serve as representatives of the university when activities take them off campus.

Outdoor Ethics – In order to minimize our impact on natural resources and fragile habitats, program activities will practice “Leave No Trace Principles and Ethics” for trip planning and decision-making.

Buccaneer Outdoor Adventure

Mission: The mission of the Buccaneer Outdoor Adventure (BOA) is to provide first year freshman a unique transitional experience into the university setting, with the opportunity to develop friendships, leadership skills and an appreciation for outdoor recreation and Leave No Trace ethics. Each BOA trip is a multi-day adventure with various outdoor recreational activities, a service project and leadership development.

Objectives: The objectives of BOA are to help students gain confidence, build relationships, explore the East Tennessee geographic region while engaging in outdoor activities, and establish a special connection to ETSU. The long term objectives are to increase student retention and persistence to graduation among participants in the BOA program. Visit www.etsu.edu/boa for more information.

Buc Bikes Program

ETSU students, faculty or staff can rent a Schwinn cruiser for a week or a month to commute around and near campus. There are refurbished bikes that can be checked out for use on campus for the day. Outdoor Adventure works with the Office of Sustainability and the Green Fee Committee on enhancing the bicycle options and bike safety on campus. Questions can be emailed to: bucbikes@mail.etsu.edu.

Team Building – Basler Team Challenge & Aerial Adventure Course

The Basler Team Challenge & Aerial Adventure Course is a ropes course experience where mental and physical problem solving activities are designed to create group challenges in a safe and supportive environment. Programs can range from one and a half hours to four hours. Activities can include a variety of portable, prop-less and low ropes activities along with climbing activities. Goals of the challenge course experience are to: work together as a team, challenge and application of learning and observations, and have fun!

Non-credit Instruction

Non-credit instruction through the ETSU Campus Recreation department consists of various classes and workshops for the ETSU Community that are not for academic credit. However, in many cases upon successful completion of a course and its requirements, a certification will be granted. For most classes there will be a fee to register, which covers the cost of instruction and/or materials. Types of classes include, but are not limited to CPR/AED, First Aid, Lifeguard, Kayak Roll School, Climbing Wall Instructor, Wilderness First Aid and various types of Group Fitness certifications. For a list of classes visit the Campus Recreation website.

EMERGENCY ACTION PLAN (EAP)

Hazards are inherent to all physical activities and recreational sports. While all accidents cannot be prevented or eliminated, the handling of an accident or injury can impact the severity of the incident.

PUBLIC SAFETY IS THE IMMEDIATE POINT OF CONTACT IN ALL EMERGENCY SITUATIONS, Dial:

- 911 from a campus phone *or*
- 423-439-4480 from a cell phone
- Emergency call boxes are also located throughout the CPA and Emergency phones are located near most outdoor recreation facilities that provide a direct link to Public Safety.

Campus Recreation employees may provide very basic first aid (ice bag, bandage) to injured participants. When responding to any emergency, the Building Supervisor on duty must be immediately notified and will take over responsibility for handling the emergency, along with any professional staff that are in the facility. The Building Supervisor should always bring the radio and an accident/injury report form, which must be completely filled out for every accident or injury.

Any injury requiring more treatment than a bandage or an ice pack should be **immediately** referred to Public Safety by calling 911 from a campus phone (dial 911) or using the Emergency call boxes located throughout the CPA. For emergencies occurring at the Basler Team Challenge & Aerial Adventure Course or Campus Recreation Fields, there is an Emergency Call Box located near the challenge course pavilion on the walking path towards the soccer practice field or a cell phone can be used. If the accident should take place during Intramurals or a Sport Club competitions, the staff on site can use a portable radio to notify the Building Supervisor of the emergency and if Public Safety has been or needs to be contacted. Lifeguards can call campus police with the Emergency call box in the pool and should use the radio to notify the Building Supervisor on duty of an emergency situation. In the case of an emergency at an outdoor recreation facility please use the nearest Emergency (Blue Light) phone or call ETSU Public Safety from a cell phone.

When contacting Public Safety: **If using a cell phone, please call 423-439-4480**, (do not call 911 from a cell phone it will go to Johnson City police). The primary point of contact for emergencies will be the Equipment Room. This desk serves as a hub for all emergency communication.

When speaking with the Public Safety Dispatcher:

- Give an accurate and complete location (do not say “basketball courts”, instead say “CPA basketball court #4” or do not say “CPA fields”, instead say “CPA Intramural back field next to the Basler Team Challenge & Aerial Adventure Course”)
 - Do not hang up the phone until the dispatcher tells you to
 - A staff member should meet the first responders and escort them to the scene.
- Once Public Safety arrives, they will be in charge of the situation; Campus Recreation staff shall assist PS officers as needed.

Proper documentation is required for every accident or injury, no matter how minor. **A department accident report form is the minimum amount of documentation needed for any accident or injury, no matter the severity;** more serious accidents will require some type of narrative report from the employees and witnesses on site at the time of the accident. The Building Supervisor, or in the case of Intramurals the Intramural Supervisor, are responsible for completing the Accident/Incident/Injury report for and turning it into the Director of Campus Recreation. These reports should be completed and returned to the Director as soon as possible.

Public Safety, responding EMS, or conscious injured person will make the decision if transported to the hospital by ambulance is necessary. The injured person needs to be told/reminded that they will be responsible for all related the medical expenses for the ambulance transport and hospital visit - it is necessary to inform the participant before they make the decision whether or not to be transported to a medical facility.

Only employees who have completed the HBV vaccine shot series and have a current First Aid certification should perform hands-on first aid in extreme circumstances. When applying bandages or performing rescue breathing, the risk of body fluid exchange exists. ALWAYS utilize caution and safe first aid principles. Give the injured party a bandage – do not apply it. Never aggravate an injury when treating it and never move an injured party unless their location is life threatening. **Stay within your abilities and certifications at all times.** The primary first aid provider should be the individual on the scene who has the highest level of certification and experience. Campus Recreation staff need to be the “calming influence” in emergency situations. Almost all emergency situations can be handled by using good common sense and sound judgment. Always be sure to provide the Director with adequate comprehensive documentation as soon as possible after any accident or incident.

Medical Emergencies

In the case of a medical emergency Campus Recreation staff become first responders responsible for stabilizing all accidents or injuries and providing immediate attention until a sworn ETSU officer or local EMS staff relieves them. While employees should not act above their trained level of expertise and must stay within their certification(s), they should employ basic life-saving actions in the case of a medical emergency. Public Safety should be notified in the case of all medical emergencies. Medical emergencies will be handled in an orderly manner to insure fast access to the needed medical care. Campus Recreation staff utilize emergency call boxes, cell phones and radios to stay in touch until an ambulance transports the injured party to the ER. The injured party will be financially responsible for the costs of the ambulance service. Ambulances will be dispatched to the front doors of the CPA or at an outdoor recreation facility, the nearest emergency vehicle entrance. In emergencies, please let the professionals do their jobs.

Basic Injury – When a person suffers an injury, the program assistant should speak with that individual and do a brief assessment of the injury. The PA should offer ice packs and other materials available in the first aid kit. If the injury appears to be minor (twisted ankle, minor contusion/abrasion, etc.) the injury should be noted on the game sheet and the Supervisor’s Shift Report. If the injury appears to be more severe (sprained ankle, torn ligament, broken bone, etc.) the injury should be documented on an Accident/Injury Report form. If in doubt, complete the form. If the injury appears to be serious, and the injured individual is conscious and aware, ask them if they would like to have Public Safety notified and an ambulance called. If in doubt, notify Public Safety.

Major bleeding – If an injury involved major bleeding, proper first aid to the individual is essential. It is important to stop the bleeding by applying direct pressure to the wound. In all cases involving major bleeding, Public Safety should be notified immediately. All employees should exercise due care and protect themselves against blood borne pathogens. Gloves are available in the first aid kit.

Collision/Possible Neck Injury – If an injury is believed to have involved an individual’s neck it is important to have the person lay down on the ground. If the injured person is already on the ground DO NOT move them and notify Public Safety immediately.

Concussions – Any Intramural and Sport Club player who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the game and shall not return to play until cleared by an appropriate

healthcare professional (licensed physician). If a player is transported to a hospital or has been seen by a physician for concussion like symptoms, then documentation must be provided to the Intramural and Sport Club office stating the player is medically cleared to participate prior to further intramural participation. Common symptoms of concussion include:

- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought processes
- Difficulty with memory
- Nausea
- Lack of energy, tiredness
- Dizziness, poor balance
- Blurred vision
- Sensitive to light and sounds
- Mood changes – irritable, anxious or tearful
- Appears dazed or stunned
- Confused about assignment
- Forgets plays
- Unsure of game, score or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes

Player Collapse/Unconscious – If an individual has collapsed, a quick assessment of the person and notification of Public Safety is vital. In assessing the individual, check the person's "ABC's" – Airway, Breathing, and Circulation. If the individual is not breathing, roll them on to their back (unless a neck/spine injury is suspected) and open their airway by tilting their head back. A CPR-certified rescuer, if available should perform rescue breaths.

Bloodborne Pathogens

- Blood borne pathogens are illnesses (AIDS, Hepatitis B, etc.) that are spread through contact with infected body fluids. There is little evidence to show that AIDS can be spread in the sporting setting; however, there is ample proof that some forms of Hepatitis can be. Campus Recreation follows Center for Disease Control (CDC) guidelines for employees training and universal precaution procedures.
- Any blood spills should be reported to the staff immediately so that proper first aid and disposal of hazardous materials protocols can be implemented. Only properly trained staff are permitted to clean up blood spills.
- Persons that are bleeding or have blood on their clothing during intramural competition follow the Intramural *Blood Rule* - Any player with an open wound and/or blood on his/her uniform must leave the game. The player may not return until the wound is covered and there is no blood visible on the bandaging. Clothing with blood on it must be removed before returning to the game. The intramural staff will have a first aid kit on hand. This kit is to be used for injuries ONLY. Band-Aids will not be given out unless a participant has a visible cut. Athletic tape WILL NOT be given out for any reason. Should an accident or injury occur, please notify a Campus Recreation staff member immediately.
- Patrons working out in the facility or participating in other Campus Recreation programs who are bleeding will need to stop their activity to attend to the cut. Once the bleeding has stopped and is bandaged, and any bleeding clothing replaced, the patron can resume activity.

ACTIVE SHOOTER

Active Shooter on Campus

If there is an active shooter on campus the ETSU Alert system will be activated. Sirens and alert messages will inform people to TAKE SHELTER and SHELTER IN PLACE. The entrance doors to the CPA will not be locked. All staff on duty will assist in guiding patrons to one of four lockable locations within the CPA:

1. 2nd Floor Multipurpose Room (Building Supervisor or full-time staff required to lock rooms with a key)
2. 1st Floor Locker Rooms (Building Supervisor or full-time staff required to lock rooms with a key)
3. 1st Floor Indoor Cycling Studio (lockable from the inside without a key)
4. 1st Floor Change Room (lockable from inside the change room)

Special assistance for individuals with disabilities will be provided by Campus Recreation staff as needed. The Building Supervisor and/or full-time staff will ask all patrons and staff to silence their cell phones and wait for further instructions from Public Safety or until the ALL CLEAR has been issued and is announced over the Alert system. Campus Recreation staff are not to physically restrain or keep patrons from leaving the facility, if they choose to leave. If patrons do not wish to comply with Campus Recreation staff's orders to move to a safe location, they will have the option to leave the facility however, no one will be able continue their workouts or recreational activities at that time.

Active Shooter in CPA

If there is an active shooter in the CPA staff/patrons should quickly determine the most reasonable way to protect their own life:

- If there is an accessible escape path through an exit evacuate the premises immediately. When safe call Public Safety (911), inform them of the shooter's location and follow the instructions of any Public Safety officer or the dispatcher.
- If evacuation is not possible find a place to hide where the active shooter is less likely to find you. Attempt to be out of the shooter's view and in an area that can provide protection if shots are fired in your direction. If you can make it to a safe, lockable location to hide in, lock the door and blockade door with heavy furniture. Do not stand near the barricaded door. Silence cell phone. If possible call Public Safety to inform them of shooter's location. Wait for further instructions from Public Safety or until the ALL CLEAR has been issued and is announced via the Alert system.
- As a last resort, and only when your life is in imminent danger, take action against the active shooter. Attempt to disrupt and/or incapacitate the active shooter by acting aggressively as possible against the active shooter, throwing items and improvising weapons, yelling and committing to your actions.

Given the situation, whether an active shooter is on campus or inside the facility:

- Use your best judgment given the information you have; act to protect yourself and other innocent people.
- If individuals need to be let into a locked space and the active shooter is in another location on campus and/or gunshots are heard at a distance, let them inside, lock door and re-barricade.
- If the active shooter is inside the facility and/or gunshots are heard close by do not unlock the door.
- Use a belt or rope and tie to the arm hinge of a door, if you are unable to lock it or and you do not have a clear path to safely exit the building.

Fire Safety (Reprinted from the ETSU Building "Coordinators Handbook")

Everyone should be aware of basic fire safety regulations and conditions that have the potential to start a fire such as the use of extension cords or the improper storage of chemicals, paint, cleaning supplies, rags, papers, etc.

BEFORE YOU BEGIN to fight a fire:

- Make sure everyone has left, or is leaving, the building.
- Make sure Public Safety has been called.
- Make sure the fire is confined to a small area and is not spreading.
- Be sure you have an unobstructed escape route to which the fire will not spread.
- NEVER use elevators to evacuate a burning building.
- If the fire is small, such as a wastebasket fire, a reasonable attempt to extinguish the flames should be made.
- Be sure you have read the instructions and that you know how to use the fire extinguisher.

Fire Extinguisher Use

When using a portable fire extinguisher, remember the "PASS" Procedures.

- Keep your back to an exit. Stand 10 to 20 feet away from the fire.
- Pull the pin.
- Aim the extinguisher hose (or nozzle) at the base of the fire.
- Squeeze the lever above the handle. Releasing the lever will stop the discharge.
- Sweep from side to side, moving carefully toward the fire. Keep the extinguisher aimed at the base of the fire and sweep back and forth until the flames appears to be out. If the fire re-ignites, repeat the process.

If the fire does not begin to go out immediately, leave the area at once.

Always be sure the Public Safety and your local fire department is notified, even if the fire was extinguished.

Fire Safety and Evacuation Procedures for Individuals with Disabilities

Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Determine what your alternatives are.

- When you enter an unfamiliar building, look it over and locate the most available telephones note horizontal exits and ramps, note exit signs and enclosed stairwells (determine if landings are large enough), note rooms that would make good areas of refuge, and note the location of fire alarm pull stations.
- When an alarm sounds, it is important to determine the nature of the emergency and act accordingly.
- Elevators are not to be considered as an exit option unless directed so by Public Safety.
- Individuals who walk with assistive devices (crutches, canes, etc.) should evacuate as expeditiously as possible. They may request assistance from a fellow student, faculty or staff member. Once outdoors, these individuals should meet in the designated area of assembly for the evacuated building.
- Wheelchair users who are on the main level of a building and can exit directly to the outdoors should do so as quickly as possible and meet in the designated area of assembly.

Go to the nearest enclosed stairwell landing away from any obvious danger (e.g., smoke, fire, chemical spill). In addition, Public Safety should be contacted, by dialing 911 from a campus phone or using an Emergency call box in the CPA, to inform them that evacuation assistance is needed. Public Safety will need to know your present location and to which enclosed stairwell you are heading. The responding Officer may have additional recommendations to ensure your safety. Once at the stairwell, wait (if you are not in immediate

danger) for the majority of the traffic to pass before entering the stairwell. Enter the landing and wait for Public Safety or the Fire Department to assist you. If enclosed stairwells are not available, by dialing 911 from a campus phone, using an Emergency call box in the CPA, or calling 423-439-4480 from a cell phone, and inform Public Safety that you need assistance. Attempt to head to a safe “refuge area” as quickly as possible. The following guidelines are suggested in determining whether a room may be considered a “refuge area”:

- Well-constructed walls of masonry or sheet rock that go from floor to slab.
- No open holes in walls to the room to the corridor.
- Tight fitting doors.
- Outside windows (a corner office with windows on two sides is better).
- A working telephone.
- Fire protection sprinklers inside and outside of the room
- A room where no inherently dangerous materials such as flammable liquids, gases, or chemicals are stored.
- Fire doors shall remain closed unless they are equipped with automatic closing devices.
- Ventilation systems controls shall be tested for activation when exposed to smoke or extreme heat.

A common assumption is that because a building is on fire, the telephones will not work. In fact, even though there is a fire in the building, most of the phones remain in operation; if the telephone does not work, try signaling from a window by waving a cloth or other visible object. If the window cannot be opened, yell for help. If your cries are not heard, throw something through the window. (This should be used as a last resort when danger is imminent since broken glass may injure the person throwing the object or bystanders below. In addition, an open window may allow smoke to enter into the room.

Bomb Threats

Any individual receiving a bomb threat call should do the following:

- Remain calm and keep the caller on the line as long as possible. Ask the caller to repeat the message and record every word.
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music, or any other noises, which may indicate the location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex, or unusual characteristics, and complete threat data form.
- It is desirable, but not always practicable, to have more than one person listen in on the bomb threat call.
- Immediately notify the Public Safety Office. They will initiate search procedures. Under no circumstances should an untrained faculty or staff member attempt to locate and move a suspicious device.

Tornadoes

Tornadoes are one of nature’s most destructive and devastating forces. Because of their unpredictability, tornado emergencies must be responded to differently than other crisis situations. In bomb threats or fires, the CPA is evacuated; tornadoes require people to remain inside safe sectors of the building to reduce the risk of injury from flying debris or involuntary transportation.

When the staff is alerted to an impending tornado emergency, they must move all patrons to the CPA’s rally point, hallway 154, located directly in front of the equipment room. This area is well protected from flying debris. At the Campus Recreation Field Complex take shelter in the Field House. If utilizing any other outdoor recreation facility take shelter in the nearest building staying away from windows.

The staff’s most important duty is to get everyone to the facility’s three designated safe zones and advise people from leaving the building (the greatest danger is outdoors). However, under no circumstances should a staff person create a confrontation with a participant that wants to leave the facility. The staff must also prevent panic and stabilize the situation. Should a tornado emergency take place during an outdoor event (intramural fields, road race), the participants will be advised to seek shelter in the nearest safe building.

Power Outage Policy

In the case of a power outage that affects the CPA, Campus Recreation will determine on a case-by-case basis whether the facility can remain open during the outage. The main concern is for the safety of all patrons and staff members, which will be taken into consideration when closing the facility. The professional staff or Building Supervisor will make such decisions. In the case of a closure, programs, events, or games may not be rescheduled.

Evacuations

Some emergencies – bomb threats or fires – require an immediate orderly evacuation of the CPA. When the audible and flashing light alarms are activated, participants should proceed to the nearest lighted exit, leave the building, and head to the Designed Assembly Area, located in the front parking lot on the left when exiting the front of the CPA.

Campus Recreation staff members will oversee the evacuation without endangering themselves until relieved by uniformed public safety officers. Following their instructions will prevent panic and reduce possible dangers.

Inclement and Severe Weather

The professional staff, graduate assistants or Sport Club officers will determine if outdoor activities need to be curtailed due to heavy rain and/or standing water on the fields, or if there is other unsafe inclement weather conditions. Outdoor Activities (Intramural games, Sport Club practices/competitions, Challenge Course, special events, etc.) will be cancelled or postponed immediately in case of lightening or thunder. In any circumstance any student staff can make such a call if conditions are obviously unsafe.

For outdoor activities with lightning/thunder are in the area, Campus Recreation will use the following guidelines:

Lightning – When a cloud-to-ground lightning bolt is seen or thunder is heard, a thunderstorm is close enough to strike with lightning. All outdoor sports/programs should be suspended immediately and participants and staff should take shelter. The shelter location for outdoor events on the CPA Intramural fields is the lobby of the CPA. The shelter location for the Campus Recreation Field Complex is the Field House pavilion.

Thirty-minute rule – Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30 minute count – reset the clock and another 30 minute count should begin. The game supervisor should contact the Assistant Director or Graduate Assistant for instructions on whether or not to cancel the remaining intramural schedule for that day.

CPA Swimming Pool Safety Policy – Severe Weather and Fire

Trained lifeguards are on duty whenever the pool is open. Campus Recreation follows the states codes in terms of the number of guards assigned to a given activity. Those guards are responsible for the facility and are in charge of it in emergency situations. They may shut down the facility for in climate weather and also maintain other safety instances.

1. Lightning/Thunder:

- One lifeguard on duty will be designated weather safety lookout. If severe weather is in the area, the lifeguard will look for lightning & listen for thunder.
- When thunder and/or lightning are first noticed, the Flash-To-Bang (F-B) method will be used to determine its' rough distance and speed. This technique measures the time from seeing lightning to hearing associated thunder. For each five seconds from F-B, lightning is one mile away. (F-B of 10 = 2 miles; 15 = 3 miles; 20 = 4 miles; 30 = 6 miles)
- At a F-B count of thirty, the pool will be evacuated (per recommendation from the National Lightning Safety Institute*). Direct people into the locker rooms, no patrons should be on the pool deck (the wet pool deck is unsafe). Make sure the pool is locked before leaving the deck.
- Staff should also utilize the Emergency Alert Weather Radio at the Member Services Desk: radio to the Building Supervisor on duty to check the alert status on the radio, if the "Warning" button is on, the alert must be checked. Clear the pool if there is lightning within 6 miles. Use the Weather Radio if thunder is heard, but no lightning is seen.
- **Pool activities will remain suspended until thirty minutes after the last lighting is seen. Should staff not see any lighting, pool activities will remain suspended until fifteen minutes after the last thunder is heard.** If the pool is cleared with less than 30 minutes to the end of the open swim period, the pool will close at that time.

2. Tornado:

- If there is a tornado warning (through the **Emergency Alert Weather Radio or ETSU Alert**), clear the pool and direct all patrons locker rooms to wait until the warning is over.

3. Fire:

- **In the case of fire or fire alarm**, clear the pool and direct patrons to exit out of the side exit door that leads to the front entrance; patrons will not be permitted to enter the locker rooms. Instruct patrons to walk down the main sidewalk to the parking lot to the left, which is the designated Assembly Area.

*National Lightning Safety Institute: http://www.lightningsafety.com/nlsi_pls/swimming_pools.html

Scuba class in CPA pool EAP

In the event of a Scuba related injury/accident occurring during a scuba class or activity the Campus Recreation Lifeguard staff (LG) and the Scuba staff (SS) will work together to make the rescue and provide the necessary aid until Emergency Medical Services (EMS) personnel arrive.

The following steps will take place by the Scuba staff and CPA staff:

Step 1:

- SS 1: Rescues victim and brings them to surface of water*

- LG 1: Recognizes emergency and contacts Building Supervisor (BS) immediately; BS calls ETSU Public Safety (PS); PS calls Washington County EMS
- LG 2: Clears pool with one long whistle and will tap 3 times on the metal entry/exit pool ladder with wrench to get attention of divers underwater.
- SS 2: Prepares emergency oxygen tank ready for use

Step 2:

- LG 2: Gets non-spinal backboard ready & meets Scuba staff at side of pool
- LG 1: Confirms Building Supervisor has contacted Public Safety and then assists LG 2
- SS1: Removes victims scuba tank, BC, weight belt, and miscellaneous equipment as needed to prepare for rescue out of water and to do an initial First Aid check.
- BS: Assigns a CPA staff member to meet Public Safety/EMS; Brings AED to pool deck

Step 3:

- LG 1 & 2: Using 2 person backboard removal method will remove victim from water
- SS 2: Assess victim's condition and if required:
 - SS: Administers Emergency Oxygen to victim*
 - SS or LG: if EO isn't needed; starts 2 person CPR, as necessary.
 - BS: Starts hooking up AED to victim
- LG 1 & 2: Assists as needed until EMS arrives and takes over rescue

Step 4:

- BS: Completes Campus Recreation Accident/Incident/Injury report form; all Lifeguards and Scuba staff provide information as needed.

*Scuba staff is responsible for rescue to the surface of the water & administering of Emergency Oxygen.

EAP Training and Protocol:

- Campus Recreation Assistant Director of Facility Operations & Aquatics is responsible for coordinating and implementing Scuba EAP training and drills for Lifeguard and Scuba staff
- Training and drills will entail:
 - Review of Scuba EAP procedures for the CPA pool
 - Role play of Scuba EAP scenarios by LGs and SS
 - Review and practice of 2 person backboard removal by all LGs
 - An unannounced Scuba emergency drill will occur at least once during an academic school year
- Each January during Lifeguard In-service the LG staff will be tested on the Scuba EAP; review of Scuba EAP will occur as needed based on testing results
- Scuba staff will have a full oxygen tank/equipment on the CPA pool deck for Scuba related injuries and have at least two staff trained on administering oxygen during each pool session
- The double doors accessing the CPA back parking lot off of Nancy Dishner Dr. will be kept clear of all vehicles in order to provide emergency vehicle access

Casual Care Emergency Action Plan (EAP)

How to respond to an Emergency in Casual Care (CC):

- When responding to an injury, accident, or incident radio for the Building Supervisor immediately
- With a serious injury/accident:
 - With 2 staff on duty: one staff radios for the Building Supervisor and watches the other children, the 2nd staff member provides care to the injured child.
 - With 3 staff on duty: follow same protocol as with 2 staff, and the 3rd staff member leaves to get the parent.

BE SURE TO:

- Radio for the Building Supervisor immediately to assist in the EAP
- Provide proper care to the child as needed, staying within the scope of your certification(s)
- If it is a serious and/or life threatening emergency make sure that either the Building Supervisor or Casual Care staff contact Public Safety immediately
- Make sure that the parent is notified immediately
- Make sure that the other children in Casual Care are being looked after, are safe, and away from (as much as possible) the injured child

Casual Care:

- Casual Care staff is permitted to assist young children in the Casual Care restroom as needed, with the door open and curtain closed.
- Staff who do not work in Casual Care, nor any adults/parents, are permitted to hang around the center. Campus Recreation Building Supervisors and professional staff are permitted to check in briefly with Casual Care staff and count number of children for the numbers report.
- If Casual Care staff has any issue/problem with a child, they are to contact parent in the CPA to assist in the matter. If they are able to resolve without the parent, the staff will document the issue on an incident report form and notify the parent upon pick-up.
- The Casual Care Parent agreement was revised and a section on consent to treat was added in order for First Aid to be performed on a child in the event of a medical emergency.

Red Bandana Drills

The Department of Campus Recreation holds periodic emergency drills in the CPA and Campus Recreation facilities, called Red Bandana Drills. The drills cover various medical emergencies in which a person has been arranged to be a victim of, and this person wears a red bandana. Every effort will be made to minimize interruptions in daily operations during red bandana drills. The purpose of these drills is to evaluate staff in the emergency action plan and protocols. It is also a valuable tool in the education and training methods of staff.

Minors in the CPA

Policies are in place to protect both minors and Campus Recreation staff. Campus Recreation staff may not babysit or nanny for a child whom that have met or worked with as a result of their employment with Campus Recreation. Campus Recreation staff are not permitted to be alone in a locker room, rest room or storage closet/area with a minor.

SAFETY INSPECTIONS**CAMPUS RECREATION STAFF NEED TO INSURE THE CPA IS EVACUATED FOR BOMB THREATS OR FIRES, BUT NEVER PUT THEMSELVES IN DANGER OR JEOPARDY.**

Campus Recreation employee are responsible for the safety of patrons. Nothing is more important than safety. All employees should conduct routine safety inspections at the start of their shifts. Unsafe conditions should be brought to the immediate attention of the full-time staff or the Building Supervisor on duty.

Many, if not most, accidents are preventable. If an unsafe condition cannot be easily eliminated or rectified in an expedient fashion, the scheduled activity will be cancelled. Any employee, full-time, graduate assistant, or undergraduate student, may make such a decision if the health and well-being of participants are jeopardized.

ETSU professional staff and select student staff are required to have lifesaving certifications. The highest certification is CPR for the Professional Rescuer and is required for Lifeguards. All others who are certified have Lay-Responder CPR/AED for the workplace. If a staff member has a higher certification than either of these two, they are to use the highest certification they hold. It is the responsibility of the staff member, if they hold an outside certification, to make sure a current copy of their certification is on file with Campus Recreation.

Student Staff required to have lifesaving certification:

- | | |
|----------------------------------|-----------------------------------|
| - Building Supervisors | - Outdoor Adventure Team Building |
| - Intramural Supervisors | - Lifeguards |
| - Intramural Program Assistants | - Casual Care |
| - Outdoor Adventure Trip Leaders | - Personal Trainers |
| - Group Fitness Instructors | |

SANITATION / HYGIENE

Campus Recreation provides gym wipes for patrons to sanitize equipment before and/or after each use. Please be courteous to other patrons and wipe off machines after use. There are also towels available for check out with ETSU I.D. at the Equipment Room desk to use while working out. The dress code policy in place for CPA patrons also aids in reducing the amount of sweat, bacteria and skin contact on machines. The CPA weight room staff clean machines and sanitize pads on a regular basis.

FIGHTING / CRIME PREVENTION**Fighting**

Fighting or threatening to fight under any circumstances is strictly forbidden and will be dealt with in the harshest fashion allowed by the University including arrest by the Department of Public Safety. No punches need to be thrown or landed for the perpetrators to be banned from the entire program, as well as, other sanctions. Verbal abuse of staff members can result in serious disciplinary action as well.

Theft Prevention

Participants are encouraged to pay extra attention to securing their valuables whenever they use the CPA or any outdoor recreation facilities. Unfortunately, thefts do occur, but they can be prevented. Please make every effort to leave valuables at home. ETSU and the Department of Campus Recreation are not responsible lost or stolen items.

Day lockers are placed adjacent to all the activity areas and in the hallways. Participants that come “dressed to play” are expected to lock up their backpacks, book bags, jackets, and other valuables whenever they are using the CPA. No items are to be left on the floor – FOR THE USERS PROTECTION.

Because of the large number of day lockers in the CPA, only those that are changing and showering should be in the locker room area. There are restrooms in the lobby. Reducing traffic in the locker rooms will keep them much cleaner and eliminate many opportunities for thieves to practice their trade.

Trespassing

Anyone found inside the CPA, the Campus Recreation Field Complex, or any Campus Recreation facility, when closed, will be subject to arrest, as well as, to the campus judicial system. The current operating schedule is posted in the front lobby and on the Campus Recreation website. The front door is the only acceptable entrance to the building. Anyone found in the building without a valid ETSU ID or guest pass will be removed and may be arrested.

Tobacco, Alcohol & Drug Policy

It is against university policy to smoke or use tobacco outside the confines of a personal vehicle. Alcohol and other illegal substances are prohibited on the ETSU Campus, including the BCPA and all Campus Recreation facilities. Alcohol consumption prior to participation or during any Campus Recreation activity is not only unsafe, but also a violation of University rules and is illegal for individuals underage. No individual is allowed to participate in Campus Recreation activities, be in attendance as a spectator or utilize a Campus Recreation facility while smoking/using tobacco or under the influence of alcohol/illegal drugs. Violation will result in the individual(s) being asked to leave the facility, as well as face possible suspension from the BCPA/Campus Recreation programs and referral to the Office of Judicial Affairs. Failure to leave the facility will result in ETSU Public Safety being called. In some instances, Public Safety may be immediately notified of the situation.

CPA INCLEMENT WEATHER POLICY**During holiday breaks & periods when classes are not in session:**

The CPA schedule will follow the University's schedule for closing/opening during inclement weather.

When classes are in session:

- If inclement weather occurs and the University closes, Campus Recreation will make every reasonable attempt to open the CPA with modified hours, but reserves the right to close if necessary.
- If the University is on a delayed opening the CPA will open at the same time as the University.
- On weekends when there is inclement weather Campus Recreation will make the decision on whether or not the CPA can open, will be on a delayed opening or will close early.

ETSU Campus Recreation will work to accommodate ETSU students, faculty & staff however, all final decisions about operating hours and programs will be left up to the discretion of Campus Recreation staff & will depend on staffing availability. The CPA may be able to open in inclement weather, but certain facility areas may remain closed or programs/classes may be cancelled. The highest priority will always be the safety of our staff traveling to and from work.

Please call the main Campus Rec line: 423-439-7980 or visit www.etsu.edu/rec for updated announcements regarding CPA hours during inclement weather.

CPA Inclement Weather Protocol

When there is inclement weather and the University closes, is delayed or if weather occurs on the weekend, the CPA will follow the Inclement Weather policy and the protocol for when this occurs is as follows:

-Decision to open/close the CPA: Full-time staff (Director or Assistant Director for Facilities) will communicate with the Building Supervisor scheduled to open/close

- A decision will ideally occur soon after the University announcement (or preferably a few hours prior to the determined opening/closing time) and will be based on available staff to operate the facility as well as the weather conditions.

-Building Supervisors (B.S.) are to work as scheduled if possible

- If the scheduled B.S. is unable to work, another B.S. or full-time staff member who is able to work will be identified by Director or Assistant Director for Facilities; available staff to open/work will be on the CPA Inclement Weather Staff list.

-Area staff needed to open the facility min. of 3 TOTAL: 1 at Member Services, 1 at Equipment Desk and 1 in Weight Room

- As early as possible, the Building Supervisor or FT staff that will be opening the CPA will make phone calls from the Inclement Weather Staff list (those who live on or near campus that can make it to work safely) to secure a minimum skeleton crew to staff the facility during determined operating times.
- If the decision is made prior to closing the previous day, the closing B.S. can help make phone calls to secure staff for the following day.
- Areas such as Climbing Wall, Pool & Casual Care may have limited hours depending on staff availability.

-Updates to communicate closings or altered operating hours:

- Signs at the entrance: Building Supervisors or FT staff
- Notice on main webpage: Full-time staff
- Temporary recording on main Rec. number (439-7980): Full-time staff

LOST AND FOUND

The CPA's Lost and Found is located at the Equipment Desk. Items that are recovered or found in the CPA should be reported and brought to the Equipment Desk. The Equipment Desk Attendant will log the item in the Lost and Found folder, noting the item's description, date/time the item was turned in, and name of the person who found the item. Items will be kept in the "black box" behind the Equipment Desk. Items of value will be secured in the safe. Larger items of value that do not fit in the safe (i.e. laptops, portable DVD players, etc.) should be turned over to Public Safety. Items left at the Campus Recreation Field Complex will be put in the Lost and Found at the CPA at the end of each night. Items left at the Team Challenge & Aerial Adventure Course will be turned into the CPA Equipment Desk.

Media, Video, and Photography Policy

The intent of this policy is to maintain respect for the rights and privacy of members and guests by preventing pictures without their consent. The following must be completed in order to film or take pictures in the Basler Center:

- Individuals wishing to take pictures or use a video recording device in the CPA must have approval from the Director or Assistant Director of Campus Recreation.
- Members and/or guests involved in individual workouts such as weight lifting, aerobic dance, swimming, cardiovascular exercise and/or climbing cannot be photographed except as they appear in the background of a facility area. No close up pictures allowed.
- No member may be singled out for videotape purposes without their consent.
- Complaints from members regarding any aspect related to the production of videotape in the CPA will result in termination of the videotape process and forfeiture of the actual film
- The Department of Campus Recreation reserves the right to have the recordings made in Campus Recreation facilities removed from all viewing formats if a representative of Campus Recreation determines that the standards of this agreement have not been met.

Tours

Individual and group tours of the Basler Center are available during open hours upon request. Please contact Campus Recreation at CampusRec@etsu.edu or call the Front Office at 423-439-7973 to set up a date and time.

APPENDICES

- ◇ CPA Facility Request Form

◇ CPA Fee Schedule/Space Rates	36
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◇ Student Staff Application	40

REQUEST FOR USE OF FACILITIES – ETSU CAMPUS RECREATION – BASLER CENTER FOR PHYSICAL ACTIVITY

ETSU Campus Recreation | Box 70585 | Johnson City, TN 37614-1708 | (423)439-7980 | (423)439-7970 Fax

*** Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event. ***

*** Form must be completely filled out with all sections answered or request will not be processed. ***

Sponsoring Group: _____ Event Date: _____ Event Day Of Week: _____

Program Activity Title: _____ Number Attending: _____

ETSU Affiliation: Registered Student Organization* _____ Faculty/Staff _____ Department _____ Today's date: _____

*Student Groups must be registered w/ SORC

Reservation Beginning Time (include set-up): _____ am or pm Reservation Ending Time (include clean up): _____ am or pm

Event Start time: _____ am or pm

Event End Time: _____ am or pm

Detailed description of Event: (attach additional sheet as needed): _____

Event Sponsor* (individual to be present & responsible, must be a current ETSU student or employee): _____

E-mail: _____ E#: _____ Phone: _____

Pool/Lifeguard/Staff Rate: \$10/hour per staff needed*Campus Recreation reserves the right to determine the number of staffing needed for an event.***Area Requested (check all that apply):**For reservation form & information for the Basler Team Challenge & Aerial Adventure Course, please visit: www.etsu.edu/challenge**INDOOR FACILITIES:** RESERVATION GO THROUGH JONATHAN SASSER (sasser@etsu.edu)☐ Court 1 ☐ Court 2 ☐ Court 3 ☐ Court 4 (Ct. 4 is an enclosed space) (2 courts is the max. a group can reserve)☐ Aerobics Studio ☐ Cycle Studio ☐ Yoga Studio ☐ Martial Arts Studio ☐ Racquetball Court☐ Pool (can only be reserved when pool is not open for lap/open swim)☐ Indoor Climbing Wall (Minimum age is 12, equipment & staff permitting)☐ BCPA Courtyard (Rain date _____ & Location _____)☐ Lobby ☐ Overhang ☐ Front of Building (Rain date _____ & Location _____)☐ Conference Room (holds up to 20 people)☐ Locker Rooms☐ Multipurpose Room (MPR) - check one: ☐ Full Room ☐ A half (with kitchenette)

• Maximum number of attendees for sit down events for ½ MPR = 90

• Maximum number of attendees for classroom type events for ½ MPR = 120

NOTE: CAMPUS RECREATION CAN PROVIDE UP TO 20 TABLES AND 120 CHAIRS, IF AVAILABLE.**OUTDOOR FACILITIES:** RESERVATION GO THROUGH ADAM KNOBLOCH (knobloca@etsu.edu)Campus Rec Field Complex – field with lights (Rain date _____ & Location _____) ☐ Field Lights needed☐ Field 1 (Synthetic Turf) ☐ Field 2 (Natural Grass) ☐ Both Fields

Time on: _____

☐ Field lining needed - Cost range is \$100-175/per field for one field lining. Note details in area set-up.

Time off: _____

☐ CPA Front Yard Field☐ Disc Golf Course (9 hole course – located @ SW Ave. & Treasure Ln. (Rain date _____)☐ Recreation Tennis Courts (# of courts requested _____) (Rain date _____)**Activity open to:** ☐ Faculty/Staff ☐ Students only ☐ Other (specify) _____**Multipurpose Room set-up:** ☐ Standard classroom ☐ Sit down event ☐ Other (specify) _____

of Tables (_____) # of Chairs (_____) _____

Area set up instructions: _____**Check all applicable applications:** ☐ Meeting ☐ Conference ☐ Political ☐ Religious ☐ Non-profit☐ Sales Solicitation ☐ Club ☐ Other: (specify) _____**If activity involves any of the following, ask reservationist for details:**☐ Food/Drink through Sodexo**☐ Special Parking ☐ Security ☐ Other _____ ☐ Food/Drink NOT through Sodexo**☐ Equipment Rental: specify _____☐ Audio/Visual equipment*: _____* A/V equipment is locked up, so unless checked off, patrons will not have access. Link to Sodexo: www.etsu.sodexomyway.com/** All groups must follow University Food Services Catering Policies when serving food/drinks: www.etsu.edu/students/univcent/**Extra Event Requests: Work Order Request (must be submitted to Facilities Management by the Event Sponsor):**☐ Recycle Bins ☐ Trash Cans ☐ Extra Tables* ☐ Extra Chairs* *Possible extra charge for delivery of chairs/tables-check with FM on cost.**BIRTHDAY POOL PARTY RATES-MUST BE AN ETSU STUDENT; STAFF; FACULTY: SATURDAYS & SUNDAYS: 2-4 PM ONLY**

Pool (includes MPR or courtyard, if available): \$75 for 2 hours up to 25 people, \$10/hr for each additional 1-25 people

-can add 1 Basketball Court: additional \$25 for up to 2 hours

REQUEST FOR USE OF FACILITIES – ETSU CAMPUS RECREATION – BASLER CENTER FOR PHYSICAL ACTIVITY
ETSU Campus Recreation | Box 70585 | Johnson City, TN 37614-1708 | (423)439-7980 | (423)439-7970 Fax
ETSU Campus Recreation and BCPA Reservation Policies*

- Facility requests and space reservations can only be made by ETSU affiliated organizations, for ETSU related events only; student groups/organizations must be registered with the SORC (www.etsu.edu/sorc). Individuals can only make reservations for birthday party package.
- If there are 6 or more people using a recreation space for an activity, excluding open/informal recreation where “pick-up” games occur, this is considered a group that needs to have an approved reservation in order to use the space.
- A valid ETSU I.D is required for admission into BCPA and for use of Campus Recreation facilities.
- For events open to non-ETSU individuals, a guest list must be provided to the reservationist at least 48 hours prior to the start of the event.
- Request for Facilities form must be turned in at least 2 weeks (14 days) prior to event, requests submitted less than 14 days prior to the event will be denied.
- Reservations must be cancelled in writing via email to the reservationist at least 48 hours prior to the reservation. Groups that do not comply with this policy may lose space privileges in the future.
- Non ETSU affiliated individuals and groups must request BCPA space through ETSU Camps & Conferences.
- Facility space requests must be made during normal BCPA operating hours, visit www.etsu.edu/rec to view the current hours; after hours requests depend on staffing availability & are subject to staffing fees
- Chairs and Tables may only be requested for the Multipurpose Room, Lobby, Basketball Courts and Court Yard.
- Up to 20 tables and 120 chairs can be provided by Campus Recreation, when available; if event requires more, speak with the reservationist.
- All trash, food, and messes must be properly cleaned up, by the event holders, by the conclusion of the approved reservation time. Any groups who do not comply may be assessed additional clean up fees and may lose space privileges in the future.
- Once your reservation has been confirmed, you cannot make last minute changes. If you need to change you must contact your reservationist within 7 days prior to event.
- Various services and equipment may be available to groups on a first come, first served basis. Discuss your needs with the Campus Recreation reservationist.
- For field reservations that need lines painted prior authorization is required; for an additional fee Campus Recreation staff will line fields.
- All requests for use of Campus Recreation facilities and equipment must be submitted on this form.
- Please do not advertise or promote any events until this request has received written approval. This form is a REQUEST. It does not guarantee that the facility or any services will be available or approved.
- The event sponsor will receive an email from the Campus Recreation reservationist within 3 business days of receiving the request.
- All groups must follow University Food Services Catering Policies when serving food/drinks: <http://www.etsu.edu/students/univcent/>
 - Sodexo is the exclusive supplier for all catering services over \$300 for ETSU events in the D. P. Culp Center. University departments and affiliated organizations holding catered campus events outside of the D. P. Culp University Center are free to seek catering services from any licensed food service provider or restaurant.
- Any damages incurred while using the Campus Recreation Departments facilities will result in a fine, replacement or cost of damaged items/repairs and possible suspension from using BCPA facilities in the future.
- Campus Recreation reserves the right to refuse any facility request for any reason.
- Request for facilities can be submitted up to 6 months in advance, however Campus Recreation reserves the right to hold requests until Campus Recreation programs have scheduled spaces.

*As the event sponsor I am aware that I am responsible for the event and the participants attending. I am aware that I must be present during the entire event, including set-up and clean-up, and I acknowledge that I have read the BCPA reservation policies and will abide by them. If Food/Drink served: I have read the University Food Services Catering policies and will abide by them.

Event Sponsor Print Name _____	Event Sponsor Signature _____	Date _____
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For Office Use Only

Director of Campus Recreation Signature _____	Date _____
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☐ **Approved** **Total Fees (if applicable):** _____

☐ **Disapproved** **Reason:** _____

ActiveNet: _____ **Date:** _____ **Payment:** _____ (if any) **Date:** _____ **Emailed to confirm:** _____ **Date:** _____

Issues: _____

Extra staff needed: _____

CPA Fee Schedule/Space Rates – insert 2016-17 sheet.

**East Tennessee State University
Department of Campus Recreation
Basler Center for Physical Activity****Equipment Check-out Form**

Organization/Department Name: _____ Account #: _____

Individual Responsible: _____ E #: _____

Phone Number: _____ Email Address: _____

Check out date and time: _____

Date and time equipment will be returned: _____

Equipment checked out: _____

Reason for check out: _____

I agree that the equipment being checked out to me is in good and acceptable condition. I understand that myself and the department/organization will be held responsible for any loss or damage to the equipment while in our possession.

Signature of individual responsible: _____ Date: _____

Office use only**Upon check-out:** Staff Name (Print): _____ Date: _____**Upon check-in:** Staff Name (Print): _____ Date: _____

List any items that were returned damaged or items not returned: _____

POLICIES AND PROCEDURES

ETSU Department of Campus Recreation

ACCIDENT/ INCIDENT/ INJURY REPORT**** PRINT LEGIBLY & COMPLETE ALL SECTIONS OF THIS FORM ****

Person's Information			
<u>Name of Individual Involved</u>	<u>DOB</u>	<u>Sex</u> <input type="checkbox"/> M <input type="checkbox"/> F	<u>Phone #</u>
<u>ETSU ID #</u>	<u>Classification</u> <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Other: _____		
Accident/ Incident/ Injury Information			
<u>Date of Occurrence</u>	<u>Time of Occurrence</u> <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	<u>Facility Location (field, court, weight room, etc.):</u>	
<u>Type of Activity</u> <input type="checkbox"/> Intramurals <input type="checkbox"/> Outdoor Rec <input type="checkbox"/> Informal Rec <input type="checkbox"/> Other: _____			
Specific Activity:			
Nature of Accident or Injury/Body Part Injured:			
Description of Accident, Incident or Injury In Detail* (<i>additional space is provided on back of form</i>):			
<p>*Above summary is from (check one):</p> <p><input type="checkbox"/> Staff Witness to Incident: Name _____</p> <p><input type="checkbox"/> Victim/Injured Person Involved</p> <p><input type="checkbox"/> Witness to Incident: Name: _____ Witness' Ph #: _____</p> <p>Witness' Role (<i>bystander, teammate, etc.</i>) _____</p> <p>*** Include additional or contradictory details from a different person on the back of form. ***</p>			
Additional Incident Information / Environmental Conditions			
Other Person Involved? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name of individual:	
Weather Conditions (<i>if outside</i>):			
Lighting Conditions:			
Footwear of Injured Person:			
Drugs or alcohol involved:			
Action Taken			
Injured Person Refused Attention: <input type="checkbox"/> Yes <input type="checkbox"/> No		Injured Person's Signature:	
First Aid:		Given By:	
Public Safety Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of Responding Officer:	
EMS Respond: <input type="checkbox"/> Yes <input type="checkbox"/> No		Action Taken by EMS:	
Other Action Taken (person transported to hospital, etc.)		Given By:	
Staff Information			
Person Completing this Report:		Phone #:	

ETSU Department of Campus Recreation
Accident / Incident / Injury Report – Page 2**Additional Information**

Additional Space (if needed) to describe of Accident, Incident or Injury, or another person's account of the Accident, Incident or Injury:

*Above summary is from (check one):

☐ Staff Witness to Incident: Name _____

☐ Victim/Injured Person Involved

☐ Witness to Incident: Name: _____ Witness Ph #: _____

Witness' Role (*bystander, teammate, etc.*) _____

Follow-up Information

Staff Member Conducting Follow-up:

Date:

Follow-up Comments:

**** RETURN ALL COMPLETED REPORTS TO THE DIRECTOR'S MAILBOX ****

ETSU Department of Campus Recreation
Basler Center for Physical Activity
STUDENT STAFF APPLICATION

Please complete all sections legibly

Work Program:

_____ **APS** (Academic Performance Scholarship) **Today's Date:** _____
 _____ **FWS** (Federal Work Study)
 _____ **RSWP** (Regular Student Work Program) **Major or anticipated major:** _____
 _____ **NONE**

What semester are you applying for: _____

Name: _____ **E Number:** _____

Local Address: _____

Home Address: _____

Cell Phone: (____) _____ - _____ **Other:** (____) _____ - _____

ETSU Email: _____

WORK AREA OF INTEREST (If selecting multiple areas, please rank your first, second, etc. choices according to your interest and/or experience)

Admin/Facilities:

_____ Casual Care*
 _____ Equipment Desk
 _____ Member Services Desk

Aquatics:

_____ Lifeguard*
 _____ Swim Instructor*

Fitness:

_____ Weight Room
 _____ Personal Trainer*
 _____ Fitness Instructor*

Intramurals:

_____ Official / Referee
 _____ Program Assistant /
 _____ Scorekeeper*

Outdoor Adventure:

_____ Climbing Wall
 _____ Challenge Course*
 _____ Trips Program*

* **Certification Required:** For more information about what certifications are needed, visit: www.etsu.edu/rec/studentemployment

AVAILABILITY (Mark your class times and other times you are unavailable to work on the schedule below)

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
6 AM							
7 AM							
8 AM							
9 AM							
10 AM							
11 AM							
12 PM							
1 PM							
2 PM							
3 PM							
4 PM							
5 PM							
6 PM							
7 PM							
8 PM							
9 PM							
10 PM							

**Number of hours
desired per week:**
 (Max. of 25 hrs/wk)

**Are you willing to
work weekends?**

_____ Yes

_____ No

EDUCATION

	Name of School	Address	Graduate Y / N	Degree
High School		Street: City, State:		
Previous College		Street: City, State:		

The completion of an application does not guarantee employment.

PREVIOUS EXPERIENCE List previous work experience beginning with your most recent job held.

Company Name, Address, and Phone Number:	Name and Title of Supervisor	Employment Dates
		From:
		To:
Your job title:		
Reason for leaving:		
List duties performed, skills learned, advancements or promotions:		

Company Name, Address, and Phone Number:	Name and Title of Supervisor	Employment Dates
		From:
		To:
Your job title:		
Reason for leaving:		
List duties performed, skills learned, advancements or promotions:		

ADDITIONAL EXPERIENCE Please briefly describe any additional experience that may be beneficial for the job you are applying.

--

REFERENCES Please list three references other than relatives or supervisors listed above.

Name	Phone Number	Relationship	How long?

I
certify
that
the
inform
ation I
have
given
is
compl

I hereby certify that the information I have given is true, and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I consent to references and former employers being contacted regarding this application. I understand that any misrepresentation of information by me may cancel this application or be cause for my termination in the event I am employed by the university. It is a Class A misdemeanor to misrepresent academic credentials. (T.C.A. Sec. 49-7-133).

BY SIGNING, I certify that I have read and agree with these statements.

Applicant's Signature: _____

Please return completed applications to:

Mail: ETSU Campus Recreation ▪ Box 70585 ▪ Johnson City, TN 37604
Fax: (423) 439-7970 ▪ Email: CampusRec@etsu.edu

The completion of an application does not guarantee employment.