

Campus Recreation Patron Policies and Procedures

Policies have been designed to ensure safety of all Campus Recreation members and to maintain the facility in a clean and sanitary fashion. All members are expected to comply with the various facility policies. Failure to comply may result in disciplinary action that can then lead to a loss of privileges.

Student Recreation Center

I. General Access Policies

1. All patrons must provide a valid SFA ID to use the facility. Validation is assessed by the magnetic stripe on your ID, not the validation sticker on your card. The software could state someone is not valid for multiple reasons. Please see a Building Manager or the Facility GA/Coordinator if a problem can not be solved
2. Youth members 16 years of age and above may use the facility without an adult. Drivers license may be used to verify age. These youth members can also use the facility during all normal operating hours
3. Children under the age of 16 years must be supervised by an adult at all times while in the facility. They are only allowed in the facility during Family Hours which are 5pm Friday through Midnight Sunday (during regular hours Fall & Spring semester), both summer semesters, or any time that classes are not in session (break periods)
4. Children 5-15 years of age can participate in any activity area except for the weight room and cardio floor. Children under 5 years of age may not participate in any activity area and are limited to activities at the Outdoor Pool / Courtyard and track

II. Attire

1. Patrons must wear athletic, closed-toe, non-marking rubber soled shoes in specified activity areas
2. Patrons must wear a shirt at all times inside the facility (a shirt that covers a participants back and chest, but may be sleeveless)
3. Staff has the authority to make judgment calls for any gray areas. Failure to abide by staff directions could lead to loss of privileges

III. The following is strictly prohibited

1. Outside Food (anything not purchased at the Student Recreation Center) or gum
2. Alcohol or drugs
3. Individuals under the influence of alcohol or drugs
4. Beverages not in a sealable plastic container
5. Tobacco products of any kind
6. Still cameras, video cameras, and cell phones with cameras without Campus Recreation permission
7. Pets (excluding service animals)
8. Bikes, skateboards or inline skates
9. Backpacks and personal items in the hallways or activity areas (they must be stored in lockers. Day Use Lockers can be found in the locker rooms and in the hallway of the facility.) Locks are available for purchase at the Welcome Center
10. Fighting or any inappropriate physical activity
11. Profane and indecent language
12. Spitting or intentionally creating other health hazards

IV. Lost and Found

1. All lost and found items are to be turned in to the Service Assistants at the Welcome Center
2. The Service Assistants will document and hold the items until they are claimed. After 30 days if an item is not claimed it will be sent to a local charity

V. Video / Photography

1. In order to respect the privacy of all Student Recreation Center members, still and video photography is not allowed in the recreation center without prior approval. Requests must be approved by the Promotions Coordinator / Graduate Assistant for general open recreation play or general facility pictures. Each individual program area coordinator has the right to approve photography requests as well
2. **Student staff is not allowed to approve any still and video photography requests.** Once approved, persons filming must wear the Campus Recreation Department "Film Pass" while taking photos and must follow appropriate guidelines
3. **Cellular telephone usage or any other type of mobile electronic device (that can take pictures) is prohibited in the locker room areas**

VI. Music / Television Policy

1. Student staff will have a schedule of XM radio stations available to play through the facility in house system that corresponds to what time of day it is. This will act as a guideline. Patrons may ask for the station to be changed, however the student employee will have final say in changing the station.
2. Portable radios are only allowed in the multi-purpose rooms during open recreation times at an appropriate noise level
3. The community televisions in the fitness area are set on certain stations with the hope to cover a wide variety of stations. Students and patrons are not allowed to change the channel to the community televisions in the fitness area

VII. Open Recreation Set Up

1. Main Gym – the main gym courts will be available for basketball until there is a request for volleyball or badminton set up. Activities are first come, first serve. If basketball is on the court, we will not remove them for volleyball / badminton set up until basketball is done. If volleyball is on the court, we will not remove them for basketball/badminton until volleyball is done, etc.
2. Racquetball / Handball / Wallyball – the racquetball courts are available for open recreation use unless reserved. A racquetball court can be reserved through the following procedures:
 - Call the Welcome Center at **936.555.5555** (*not the actual number, has not been created yet*) during normal operating hours the day of your reservation. Only same day reservations are available
 - Come by the Welcome Center in person the day of your reservation
 - Members may reserve a one hour block of time
 - Members have up to 10 minutes after the hour to check in. If they do not check in on time, their reservation will be cancelled and given to someone else
 - Wallyball can be set up upon request. Reservations are the same as above
3. Multi-Purpose Rooms – the multi-purpose rooms are primarily used for instructional fitness classes. When not scheduled, the space is available for stretching, small group dance practice, etc. Maximum capacity is 31 people for all group instructional classes including fitness staff
4. Indoor Track – the indoor track is primarily used for recreational jogging. When three or more joggers are together, please run only two side by side. There are three lanes to the track. During busy times, the outside lane of the track is for running, the middle lane of the track is for jogging, and the inside lane of the track is for walking. **Even dates run clockwise, odd dates run counterclockwise!**

VIII. Weight Room and Cardio Floor

1. All patrons must wear proper workout attire
 - Athletic shorts or pants (no rivets)
 - Shirts must be worn at all times
 - Closed toe/heal athletic shoes are required
 - Jeans or denim material are prohibited
2. Audio equipment is prohibited unless it is a personal unit with headphones
3. Allow others to work-in or take turns
4. Please limit your cardio workout to 40 minutes during peak times
5. Please re-rack weights in their proper place
6. Do NOT drop weights
7. The use of chalk is prohibited
8. Please wipe off equipment when finished
9. Olympic lifts are prohibited
10. Plates are not to be used as platforms or steps
11. Fitness equipment is NOT allowed to leave the fitness areas

Group Fitness

I. General Policies

1. Appropriate work out attire and athletic, closed toe, non-marking rubber soled shoes are required
2. No one will be admitted into the class after it has begun
3. Members must be 16 years or older to participate in group fitness classes
4. Patrons may bring their own equipment to the appropriate class, however equipment will be provided
5. Classes may be cancelled at the discretion of the Fitness Coordinator
6. Guest are not allowed to participate in group exercise classes

Outdoor Pool

I. Due to Sanitation Requirements

1. All swimmers must have appropriate swim attire, specifically a bathing suit with a liner. Patrons may wear clothing over their bathing suit; however, a bathing suit must be present. Shoes are not allowed in the pool
2. Anyone wearing underwear, denim, cutoffs, or shorts (without a bathing suit underneath) will not be allowed to enter the water or removed immediately when discovered
3. A shower is recommended before entering and leaving the pool
4. Normally diapered individuals must have a swim diaper on when using the facility. It is preferred that a plastic diaper cover is used in addition to the swim diaper. **Regular diapers alone are not allowed.** It is recommended that the swim diaper be changed every half hour
5. Spitting / spouting in the pool is not permitted. Pool water is not suitable for drinking
6. No one with sores, open wounds, bandages or other infections may enter the water
7. Animals are not permitted on the pool deck or in the water

II. To Ensure Safety

1. No one will be allowed to swim without a lifeguard on duty
2. Children under the age of 16 must be accompanied by an adult at all times while using the facility. An adult must accompany children under the age of 6 in the water at all times. There is a limit of 1 adult per 3 children under the age of 6. Children using approved life jackets restricted to shallow water and must be within an arms reach of the adult supervising them
3. Only **U.S. Coast Guard Approved** lifejackets will be allowed in the pool. These lifejackets will have the required stamp on the vest itself. There will be lifejackets available at the lifeguard office
4. Personal inflatable devices, water wings, rafts, etc. will not be allowed in the pool
5. Masks that cover the nose are prohibited unless authorized to use them by a scuba instructor
6. No glass containers, food or drink are permitted in the pool or on the pool deck, with the exception of water in a plastic bottle. Space in the courtyard is available for picnicking.
7. Alcohol is NOT permitted at any time. Patrons violating this rule will be asked to leave immediately.
8. Bags are subject to inspection
9. Smoking is not permitted on the premises
10. No profane language
11. Horseplay in the pool will NOT be tolerated. This includes but is not limited to: running, dunking, sitting or standing on another patron's shoulders, aggressive play, inappropriate touching or behavior, etc. Lifeguards are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it necessary
12. Diving permitted in the diving well ONLY
13. No hanging on lane ropes, safety lines, volleyball net / cable and / or basketball goal
14. Talking with the lifeguard(s) on duty is prohibited

III. Weather

1. The pool will be open year-round. During the colder months, some sections of the pool may be closed
2. In the event of rain, the pool will remain open until water visibility is not sufficient for the lifeguards to see the bottom of the pool, or lightning is seen and / or thunder is heard
3. If thunder is heard or lightning is seen, all patrons must evacuate the pool as well as the pool deck. Pool activities should remain suspended until thirty minutes after the last thunder is heard. If the pool is not able to reopen after 1 hour and there is no sign of the weather clearing, the pool will close

IV. Diving Board Usage

1. Individuals must be able to swim without assistance in order to use the board. A swim test is available and will be administered to anyone under the age of 12
2. Only one person is allowed on the diving board at a time. Wait at the bottom of the ladder until the diver is finished
3. One bounce per dive
4. Jump or dive straight off the end of the board
5. Flips and turns off the board will NOT be permitted. No dangerous stunt diving, hand stands, seat bouncing, gaining inward dives, etc.
6. Before diving, make sure the area below the board is clear and the previous diver is out of the diving area
7. Parents and guardians will not be allowed to catch children who are jumping off the boards

V. Spa Usage

1. Patrons must be 16 years and older to utilize the spa
2. The recommended time limit for each patron in the spa is 15 minutes
3. **Individuals with the following conditions should not use the spa:** heart disease, diabetes, high / low blood pressure, circulatory problems, respiratory problems, seizures, epilepsy, pregnant, or on prescription medications
4. Patrons may not jump from the spa to the pool. Please exit the spa then re-enter the pool at the appropriate entrances

VI. Lap Swim

1. When utilizing the lap lanes, if there are more than 3 swimmers in a lane, circle swimming will be put into effect. Please be considerate of other swimmers in the lanes
2. Children may use lap lanes and kickboards for lap swimming only, and only if proficient in swimming

VII. Water Aerobics

1. Aerobic classes take precedence over the area of the pool they are utilizing. Please be considerate of the classes while they are in progress

Pool Management reserves the right to implement and enforce rules that are more stringent or that supplement those listed above.

Intramural Sports

I. General Eligibility Policies

1. All SFA undergraduate and graduate students taking a minimum of 2 lecture classes or six (6) hours at Stephen F. Austin State University are eligible to participate in any and all intramural sports activities and events provided they can present a valid SFA ID. All faculty and staff are eligible to participate in the entire Intramural Sports Program. Alumni of the University are not permitted to participate unless they are a current student, faculty, or staff. For more information, please call 936.468.1775
2. Any individual that participates (this includes any individual that is listed on the official roster) with a varsity sport is required to sit out one academic year from the last time they participated. This is only for an associated sport (e.g. basketball=basketball and free throw contest; football=flag football, punt / pass / kick competition, etc.). This includes any red-shirted players for all sports. Current varsity athletes (including red shirt freshmen) are ineligible to participate in Intramural Sport activities that parallel their varsity sport
3. Please see the comprehensive Intramural Sports Policies and Procedures Handbook for more information

Climbing Wall

I. General Policies

1. The climbing wall manager has the authority to ask anyone to leave if his/her behavior is unsafe or in violation of any policies
2. A waiver / hold harmless form must be completed by the climber in order to use the climbing wall facility
3. All climbers must use established commands and safety protocols at ALL times
4. Only SFA climbing wall staff may provide instruction at the wall
5. Only SFA certified belayers or climbing wall staff may belay
6. Quickdraws, holds or hardware must be removed or replaced only by climbing wall staff. Please report all loose holds to them immediately
7. Climbing shoes are required at all times when climbing on the wall
8. Wearing jewelry while climbing is dangerous. It is highly recommended that you remove all jewelry prior to climbing
9. Allow right-of-way to other climbers who were first on route on any given section of the wall (including bouldering areas)

II. Climbing Eligibility

1. Must be a currently enrolled SFA student, recreation center member or authorized user
2. Must be at least 8 years of age
3. Must weigh at least 50 pounds
4. Must go through the SFA climbing orientation before climbing on the wall

III. Equipment

1. Climbers must use UIAA-approved safety equipment. If a climber wants to use their own harness, it must be approved by a climbing wall staff member in advance of use
2. All climbers must use SFA hardware and ropes (carabiners, belay devices, etc)
3. No personal items allowed for use in the climbing area: cell phones, electronic devices (mp3 players/ head phones), knives, food or drink, gum or dip
4. Climbing wall equipment may not be taken out of the climbing wall area
5. Participants are responsible for the return of any equipment checked out on their ID. The equipment must be returned in the same condition in which it was checked out
6. Lost or damaged equipment must be paid for at the replacement cost for the item

IV. Bouldering

1. In order to boulder, you must complete the bouldering orientation with the climbing wall staff
2. No part of the climber may exceed 12 feet when bouldering. Climbing above these heights requires the use of a rope and belayer
3. Bouldering climbers must give right-of-way to roped climbers
4. If you are not bouldering or spotting, please stand clear from the wall and the cave

V. Roped Climbing

1. To top rope climb, you must go through an SFA climbing orientation.
2. In order to belay, you must pass the SFA belay skills test.
3. Figure 8-follow through knot with back-up knot must be tied directly into harness. Do not use belay loop or carabiner.
4. Keep off of the top of the wall and do not climb past the top-rope anchors.
5. Stand clear of all climbing areas when not climbing, belaying or spotting.
6. Harnesses must be double-backed at the waist and the leg loop buckles when worn.
7. Floor anchors are recommended for use on all climbs, especially when a gross size disparity exists between climber and belayer. Use the correct anchor for the route being climbed to prevent excessive belayer swing and potential belay failure.
8. Always check and double check the climber's knot, harness and belay system before each climb. If in doubt, ask for assistance from the climbing wall staff.
9. No top rope climbing routes adjacent to a lead climb shall be attempted during a lead climb.

VI. Lead Climbing

1. All lead climbers and lead belayers must first pass the lead skills test
2. All clips must be made safely before the entire body passes them, and in the order that they appear on that climb. The final anchors must be clipped before lowering
3. Lead climbers must recognize twist clips, back clips and z-clips, and realize that these are dangerous and must be corrected before climbing higher
4. Lead climbers need to identify their desire to climb a route to any top rope climbers on an adjacent route, and wait until all such climbers are on the deck before commencing

HPE / Shelton Gym Complex

II. General Access Policies

1. All patrons must provide a valid SFA ID to use the facility
2. In exchange for the ID the patron will be provided with a shoe tag that needs to be attached to their shoelaces at all times. If the patron is swimming in the pool the shoe tag must be presented at the door and then visibly kept with their belongings
3. Shoe tags are required for access to all activity areas

III. Attire

1. Patrons must wear athletic, closed-toe, non-marking rubber soled shoes in specified activity areas
2. Patrons must wear a shirt at all times (a shirt that covers a participants back and chest, but may be sleeveless)

IV. The following is strictly prohibited

1. Food or gum
2. Alcohol or drugs
3. Individuals under the influence of alcohol or drugs
4. Beverages not in a sealable plastic container
5. Tobacco products of any kind
6. Still cameras, video cameras, and cell phones with cameras without Campus Recreation permission. Same rules apply as at Student Recreation Center. A “film pass” is required
7. Pets (excluding service animals)
8. Bikes, skateboards or inline skates
9. Backpacks and personal items in the hallways or activity areas (they must be stored in lockers. Lockers can be found in the locker rooms)
10. Fighting
11. Profane and indecent language
12. Spitting or intentionally creating other health hazards

V. Lost and Found

1. All lost and found items are to be turned in to the Service Assistants at the Equipment Check-Out
2. The Service Assistants will document and hold the items until they are claimed. After 30 days if an item is not claimed it will be sent to a local charity
3. To claim a lost and found item the patron must sign the lost and found form declaring they are the owner of the property before it can be released into their possession

VI. Weight Room

1. All patrons must wear proper workout attire
 - Athletic shorts or pants (no rivets)
 - Shirts must be worn at all times
 - Closed toe/heal athletic shoes are required
 - Jeans or denim material are prohibited
2. Audio equipment is prohibited unless it is a personal unit with headphones
3. Allow others to work-in or take turns
4. Please limit your cardio workout to 40 minutes
5. Please re-rack weights in their proper place
6. Do NOT drop weights
7. The use of chalk is prohibited
8. You are required to sign up to use cardio equipment

9. Please wipe off equipment when finished
10. Olympic lifts are prohibited
11. Plates are not to be used as platforms or steps
12. Fitness equipment is NOT allowed to leave the fitness areas
13. Maximum capacity is 50 people including fitness staff

Indoor Pool

I. Due to Sanitation Requirements

1. All swimmers must have appropriate swim attire, specifically a bathing suit with a liner. Patrons may wear clothing over their bathing suit; however, a bathing suit must be present. Shoes are not allowed in the pool
2. Anyone wearing underwear, denim, cutoffs, or shorts (without a bathing suit underneath) will not be allowed to enter the water or removed immediately when discovered
3. A shower is recommended before entering and leaving the pool
4. Normally diapered individuals must have a swim diaper on when using the facility. It is preferred that a plastic diaper cover is used in addition to the swim diaper. **Regular diapers alone are not allowed.** It is recommended that the swim diaper be changed every half hour
5. Spitting/spouting in the pool is not permitted. Pool water is not suitable for drinking
6. No one with sores, open wounds, bandages or other infections may enter the water

II. To Ensure Safety

1. No one will be allowed to swim without a lifeguard on duty
2. Only **U.S. Coast Guard Approved** lifejackets will be allowed in the pool. These lifejackets will have the required stamp on the vest itself. There will be lifejackets available at the lifeguard office
3. Personal inflatable devices, water wings, rafts, etc. will not be allowed in the pool
4. Masks that cover the nose are prohibited unless authorized to use them by a scuba instructor
5. No glass containers, food and drink are permitted in the pool area, with the exception of drinks in a sealable plastic container
6. Alcohol is NOT permitted at any time. Patrons violating this rule will be asked to leave immediately.
7. Bags are subject to inspection
8. No profane language
9. Horseplay in the pool will NOT be tolerated. This includes but is not limited to: running, dunking, sitting or standing on another patron's shoulders, aggressive play, inappropriate touching or behavior, etc. Lifeguards are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it necessary
10. Diving permitted in the diving well ONLY
11. No hanging on lane ropes
12. Talking with the lifeguard(s) on duty is prohibited

III. Diving Board Usage

1. Individuals must be able to swim without assistance in order to use the board. A swim test is available and will be administered to anyone under the age of 12
2. Only one person is allowed on the diving board at a time. Wait at the bottom of the ladder until the diver is finished
3. One bounce per dive
4. Jump or dive straight off the end of the board
14. Flips and turns off the board will NOT be permitted. No dangerous stunt diving, hand stands, seat bouncing, gaining inward dives, etc.

15. Before diving, make sure the area below the board is clear and the previous diver is out of the diving area
16. Parents and guardians will not be allowed to catch children who are jumping off the boards

IV. Lap Swim

1. When utilizing the lap lanes, if there are more than 3 swimmers in a lane, circle swimming will be put into effect. Please be considerate of other swimmers in the lanes
2. Children may use lap lanes and kickboards for lap swimming only, and only if proficient in swimming

V. Water Aerobics

1. Aerobic classes take precedence over the area of the pool they are utilizing. Please be considerate of the classes while they are in progress

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