

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 Operations Manager or the Facility GA/Coordinator if a problem cannot be solved
2. Youth members 16 years of age and above may use the facility without an adult. Driver's 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 though 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. Guest Passes

1. Any member can sponsor a guest's entrance into the Student Recreation Center for \$5 per day
2. Members are allowed to sponsor up to four guests per day
3. Guests must have a photo ID and are not allowed to check out equipment
4. Sponsors must remain in the building during the time their guest is participating
5. A sponsor must be present in order to obtain a pass. If a guest doesn't have someone they know as a sponsor, they will not be eligible for a guest pass. Guests may not solicit current patrons to sponsor them into the facility
6. Members of the Alumni Association and SFA Faculty/Staff may self sponsor for a guest pass
7. The Campus Recreation Department has the right to refuse a guest pass to anyone

III. Attire

1. Patrons must wear athletic, closed-toe/closed heel, 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 full back and chest, but may be sleeveless)
3. Staff has the authority to make judgment calls for any gray areas
4. Failure to abide by staff directions could lead to loss of privileges

IV. 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. Inappropriate public displays of affections are not allowed
12. Profane and indecent language
13. 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 Assistant 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 or UPD, depending on its estimated value

VI. 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 or on either outside plazas without prior approval unless it is a tour group. If a student employee suspects the use of inappropriate shots, that student has a right to enforce standard removal policies.
2. If video/photography shots have been taken in the Student Recreation Center prior to receiving approval then the cameras are subject to be reviewed by the Campus Recreation Staff.
3. Cellular telephone usage or any other type of mobile electronic device is strictly prohibited in the locker room areas.
4. Consent must be given by individuals prior to taking their picture/video within the Student Recreation Center (including the courtyard and pool areas).
5. Once approved, persons filming must wear the Campus Recreation Department "Press Pass" while taking photos and must follow the appropriate guidelines. The 'Press Pass' is located at the Welcome Desk.
6. Building Managers or Recreation Promotions Staff members have the right to view or confiscate any photos at the Student Recreation Center.
7. Hobby or personal reasons that are listed for "Press Pass" approval must be made by the Promotions Coordinator or Promotions Graduate Assistant and not by the Service Assistant or the Building Managers. Photos or videos for class purposes may be approved by any Campus Recreation Staff person.
8. In order to take pictures at the HPE Complex, the person must come to the Student Recreation Center to get the "Press Pass."

VII. Music / Television Policy

1. Operations Managers 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 Operations Manager will have final say in changing the station. Once a station is changed, it will remain on that station for at least 45 minutes. This will help combat constant station changes.

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. The channels for the community televisions are as follows:

TV #	Channel Name	Channel #
1	Campus Rec Promotions	20
2	Discovery	29
3	ABC (Lufkin)	10
4	ESPN	32
5	CNN	55
6	MTV	42
7	CBS (Nacogdoches)	12
8	TruTV	73
9	E! Entertainment	59
10	VH1	48

VIII. 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 / Walleyball – 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 **936.468.8400** 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 two hour block of time on the hour only
 - 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
 - Walleyball 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 exercise 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. 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!** Strollers are allowed to use on the track.

IX. Equipment Checkout

1. Any member can check out equipment from the service desk with a valid SFA ID
2. Members can check out enough equipment to participate in the recreational activity of their choice
3. Members must return all equipment before the end of the day

4. If equipment becomes lost, stolen, or damaged the member who checked out the item must pay to replace the equipment
5. Sweat towels are available to be picked up at the service desk without checkout but should be returned at the end of the member's workout

X. Cardio Floor & Weight Room Policies

1. Be courteous and respectful to all patrons
2. All patrons must wear proper workout attire
 - i. Shirts must be worn at all times
 - ii. Athletic shoes: Closed toe and heel
 - iii. Athletic attire: Breathable, moveable material only
 1. No jeans (exception: walking the track)
 2. No zippers or other material that may damage equipment
3. Audio equipment is prohibited unless it is a personal unit with headphones
4. Personal items such as backpacks, purses and jackets must be stored in a locker or cubby space
5. Allow others to work-in or take turns
6. Please limit your cardio workout to 40 minutes during peak times or if others are waiting
7. Return and rack weights in their proper place
8. Do NOT drop weights
9. The use of chalk is prohibited
10. Please wipe off equipment when finished
11. Olympic lifts are prohibited
 - i. Exception: dead lifts
12. Equipment must be used appropriately
 - i. Plates are not to be used as platforms or steps
 - ii. Refrain from stepping on benches
 - iii. Weights are not to be placed on benches
13. Members may bring in their own equipment under the discretion of the Fitness Staff
 - i. Any items that may damage equipment or cause harm to oneself or others is prohibited
14. Fitness equipment is NOT allowed to leave the fitness areas
15. Personal Training is ONLY allowed by Campus Recreation Personal Trainers
16. Members must be 16 years or older to use the Weight Room and Cardio Floor
(Anyone less than 16 years of age are only allowed during family hours)
 - i. Exception: Completion of the Under 16 Weight Room Orientation
 1. Active supervision from a parent or guardian is required at all times
 - ii. Exception: Cardio Floor & Track Only
 1. Child may be strapped into a child seat or stroller
 - a. Child must be within reach of the parent or guardian at all times

HPE Policies Only

17. All patrons using the cardio equipment must sign in on the Cardio Sign Up Board
18. A maximum of 50 people (including staff) are allowed in the HPE Weight Room

XI. Thunder/Lightening Policy

1. The Campus Recreation staff will use the appropriate measures when detecting presence of potentially life threatening electrical activity

2. If lightning is seen or thunder is heard, then the outdoor pool at the Student Recreation Center, the indoor pool at the HPE/Shelton Gym Complex, Courtyard, Intramural Fields, and Tennis Courts are subject to close. For patron safety, these areas will remain clear for 30 minutes after the last detectable form of thunder or lightning.
3. Upon clearing the pool, the head lifeguard will refer to the TV, weather radio, or weather.com to follow movement of the storm
4. In addition to using the above mentioned methods, the facility and lifeguard staff will be visibly and audibly aware of storms activity
5. Pool activities will remain suspended until 30 minutes after the last thunder is heard. If the pool is not able to reopen after one hour and there is no sign of the weather clearing, the pool will be closed for the day
6. Before closing, the head guard on duty for the day must contact the Aquatic Coordinator or Graduate Assistant for approval

Group Exercise

I. General Policies

1. All patrons must wear proper workout attire
 - i. Shirts must be worn at all times
 - ii. Athletic shoes: Closed toe and heel
 - iii. Athletic attire: Breathable, moveable material only
 1. No jeans (exception: walking the track)
 2. No zippers or other material that may damage equipment
2. All participants must obtain a Jax Pass to take Group X classes. Jax Passes will be given out no earlier than one hour before the class begins.
3. No one will be admitted into the class after it has begun
4. Members must be 16 years or older to participate in group exercise classes
5. Patrons may bring their own equipment to the appropriate class, however equipment will be provided
6. Classes may be cancelled or is subject to change
7. Guest are allowed to participate in group exercise classes
8. There must be a minimum of 3 participants to start a class

Outdoor Pool

I. Sanitation Requirements

1. All swimmers must have appropriate swim attire
2. A shower is recommended before and after pool usage
3. Normally diapered individuals must have a swim diaper on when using the facility
4. No one with sores, open wounds, bandages or other infections may enter the water

II. Safety Requirements

1. No one will be allowed to swim without a lifeguard on duty
2. Only Campus Recreation Staff may wear Lifeguard apparel
3. An adult must actively supervise children under the age of 6 and/or those individuals who require a lifejacket in the water at all times
4. There is a limit of 3 children under the age of 6 per 1 adult

5. U.S. Coast Guard approved lifejackets and flotation devices are required of all individuals who cannot swim
6. Personal inflatable devices will not be allowed in the pool
7. Only drinks in sealable plastic containers will be allowed on the pool deck
8. No food or drink is allowed in the water
9. Food is only allowed in the courtyard area
10. Smoking is not permitted on the premises and must remain 20ft from any entrance
11. Horseplay or inappropriate equipment usage in the pool will not be tolerated
12. Staff are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it necessary

III. Weather Restrictions

1. Staff reserves the right to close the pool due to inclement weather

IV. Diving Board Usage

1. Only one person is allowed on the diving board at a time. Wait at the bottom of the ladder until the diver is finished
2. One bounce per dive
3. Flips and turns off the board will not be permitted
4. All individuals must be clear of the area before the next user may dive

V. Spa Usage

1. Patrons must be 16 years or 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

VI. Lap Swim

1. Please be considerate of other swimmers in the lanes

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

Intramural Sports

I. General Eligibility Policies

1. All SFA undergraduate and graduate students taking a minimum of two 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 full-time 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 936.468.8409

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, football skills competition, etc.). This includes any red-shirted players for all sports.
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 or athletic running shoes must be used when climbing. No boots or hard soled marking footwear is allowed.
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 an active 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 (carabiner, belay devices, etc)
3. Climbing wall equipment may not be taken out of the climbing wall area
4. Climbing shoes must remain on the climbing deck
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. When bouldering solo, climbers must maintain their feet at a height no higher than their waist height from the ground. A climber may boulder to their shoulder height from the ground when using a crash pad and spotter. 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

I. General Access Policies

1. The HPE/Shelton Gym Complex is available to current SFA faculty, staff, and students only
2. All patrons must provide a valid SFA ID to use the facility. At the HPE/Shelton Gym, validation is determined by the semester sticker on your SFA ID card
3. 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
4. Shoe tags are required for access to all activity areas

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 (a shirt that covers a participants full back and chest, but may be sleeveless)

III. 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 “press 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

IV. 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 or UPD, depending on it estimated value
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

V. Equipment Checkout

1. Any member can checkout equipment from the service desk with a validated SFA ID
2. Members must fill out an equipment checkout form in order to receive equipment
3. Members can checkout enough equipment to participate in the recreational activity of their choice
4. Members must return all equipment before the end of the day
5. If equipment becomes lost, stolen, or damaged the member who checked out the item must pay to replace the equipment

VI. Weight Room

1. Be courteous and respectful to all patrons
2. All patrons must wear proper workout attire
 - i. Shirts must be worn at all times
 - ii. Athletic shoes: Closed toe and heel
 - iii. Athletic attire: Breathable, moveable material only
 1. No jeans
 2. No zippers or other material that may damage equipment
3. Audio equipment is prohibited unless it is a personal unit with headphones
4. Personal items such as backpacks, purses and jackets must be stored in a locker or cubby space

5. Allow others to work-in or take turns
6. Please limit your cardio workout to 40 minutes during peak times or if others are waiting
7. Return and rack weights in their proper place
8. Do NOT drop weights
9. The use of chalk is prohibited
10. Please wipe off equipment when finished
11. Olympic lifts are prohibited
 - i. Exception: dead lifts
12. Equipment must be used appropriately
 - i. Plates are not to be used as platforms or steps
 - ii. Refrain from stepping on benches
 - iii. Weights are not to be placed on benches
13. Members may bring in their own equipment under the discretion of the Fitness Staff
 - i. Any items that may damage equipment or cause harm to oneself or others is prohibited
14. Fitness equipment is NOT allowed to leave the fitness areas
15. Personal Training is ONLY allowed by Campus Recreation Personal Trainers

HPE Policies Only

16. All patrons using the cardio equipment must sign in on the Cardio Sign Up Board
17. A maximum of 50 people (including staff) are allowed in the HPE Weight Room

Indoor Pool

I. Sanitation Requirements

1. All swimmers must have appropriate swim attire
2. A shower is recommended before and after pool usage
3. Normally diapered individuals must have a swim diaper on when using the facility
4. No one with sores, open wounds, bandages or other infections may enter the water

II. Safety Requirements

1. No one will be allowed to swim without a lifeguard on duty
2. Only Campus Recreation Staff may wear Lifeguard apparel
3. An adult must actively supervise children under the age of 6 and/or those individuals who require a lifejacket in the water at all times
4. There is a limit of 3 children under the age of 6 per 1 adult
5. U.S. Coast Guard approved lifejackets and flotation devices are required of all individuals who cannot swim
6. Personal inflatable devices will not be allowed in the pool
7. Only drinks in sealable plastic containers will be allowed on the pool deck
8. No food or drink is allowed in the water
9. Smoking is not permitted on the premises and must remain 20ft from any entrance
10. Horseplay or inappropriate equipment usage in the pool will not be tolerated
11. Staff are responsible for the safety of the pool and reserve the right to ask any patron to leave if they feel it necessary

III. Weather Restrictions

1. Staff reserves the right to close the pool due to inclement weather

IV. Diving Board Usage

1. Only one person is allowed on the diving board at a time. Wait at the bottom of the ladder until the diver is finished
2. One bounce per dive
3. All individuals must be clear of the area before the next user may dive

V. Lap Swim

1. Please be considerate of other swimmers in the lanes

VI. 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.