

2020-2021

Policies & Procedures Manual

Please see pages 4 & 5 for updated policies related to COVID-19.

Policies within this manual are updated based on current offerings. Policies which do not currently apply have a strike through them, updates to policies (where applicable) are highlighted. If/when conditions change, policies will be updated to reflect the current situation.

Recreational Services

ASHLAND UNIVERSITY | RECSERVICES@ASHLAND.EDU

Mission Statement

The Ashland University Department of Recreational Services encourages individuals to develop and maintain an active and healthy lifestyle by enhancing mind, body and spirit. The department builds community and shapes participants by facilitating fitness, wellness, leadership and developmental opportunities through a comprehensive recreational facility, programs and services.

Vision

We will be on the forefront of the campus recreation industry by providing a diverse range of quality programs and services.

Entry Level

- Customer Service Desk
- Atrium
- Tuffy's Smoothie Bar
- Recreational Services Offices
- Faculty Offices
- Classrooms

Lower Level

- 1 Multi-Purpose Activity Court (MAC)
- 2 Basketball Courts
- 2 Racquetball Courts
- Aerobics Room
- Athletic Training Room
- Climbing & Bouldering Wall
- Equipment Check-Out
- Fitness Center
- Game Room
- Golf Simulator
- Hot Tub
- Locker Rooms
- Messerly Natatorium: Pool & Diving Well
- Sauna
- Weight Room

Upper Level

- Three Lane Jogging Track
- Stretching area
- Cardio Equipment
- Free Weights

Recreational Services Professional Staff

Janel Molnar 419.207.6172
Director, Recreational Services

Dr. Deborah Sullivan 419.289.5290
Director, Campus Wellness

Jill MacKenzie 419.289.5440
Assistant Director, Business
Operations/Campus Wellness

Cameron Middis 419.207.6375
Assistant Director, Aquatics and
Student Development

Recreational Services Facilities

Recreational Services provides Ashland University students, faculty, staff, alumni, and community an opportunity to spend leisure time in physical activities that encourage a healthy lifestyle. Recreational Services consists of organized intramural sports, sport clubs, group exercise programs, year round special events, personal training, and community programming. The following facilities are offered through Recreational Services at Ashland University:

- Recreation Center
- Brooks G. Hull Intramural Field
- Kilhefner Basketball Court
- Rec Center Sand Volleyball Courts
- Fraternity Circle Sand Volleyball Court
- Quad Sand Volleyball Court

Available Programs

Fitness

- Fitness Orientations – New User
- Approximately 20 Group Exercise classes per week

Wellness

- Personal Training

Rentals

- Bikes
- ~~Indoor Equipment~~
- ~~Facility Areas~~
- ~~Lawn Games~~
- Lockers

Intramural Sports

TBD

Sport Clubs

- Men's: Basketball, Rugby, Soccer, Baseball, Lacrosse
- Women's: Basketball, Rugby, Soccer, Volleyball, Softball, Wrestling
- Co-ed: Climbing, Golf, Quidditch, Snow Sports, Swimming & Diving, Tennis, Running, Powerlifting, Badminton

Community Programming

- ~~Indoor Soccer~~
- ~~5k Fun Run~~
- ~~Learn to Swim~~
- ~~Youth Summer Camps~~
- ~~Unified Sports~~

American Red Cross Certifications

- First Aid, CPR, & AED
- Lifeguard Certification

Facilities and Amenities

Participants need a valid Ashland University Eagle/membership card to gain access to the facilities, equipment, and available programs.

Golf Simulator/Game Room – 2,600 sq. ft.

- ~~3 Pool tables~~
- ~~2 Table Tennis tables~~
- ~~2 Plasma TVs~~
- ~~Wii~~
- ~~Golf Simulator with 40 courses~~

Messerly Natatorium - 13,320 sq. ft.

- ~~18 person hot tub~~
- ~~7 person sauna~~
- 8 lanes
- 25 yard pool
- 1m and 3m diving boards
- Intercollegiate men's & women's swimming and diving staff offices

Three-Lane Track - 1/9 mile

- Pace clock
- ~~Exercise mats~~
- ~~Stretching bands~~
- Cardio equipment
- ~~Stretching area~~
- ~~Free weights~~

Fitness Center - 5,000 sq. ft.

- 30 units of cardio equipment including treadmills, ellipticals, bicycles, stairmill, rowers, arc-trainers, and AMT machines
- 8 Televisions with Audio Fetch
- 16 selectorized weight training systems
- Combination of 11 free weight stations
- Total of 198 free weights (70 dumbbells, 100 Troy weights, 16 York weights, 12 dumbbells in stretching)

Gym Area - 21,350 sq. ft.

- ~~Two basketball courts for basketball and volleyball~~
- One multi-purpose activity court for badminton, floor hockey, indoor soccer, tennis, volleyball and other events

Aerobics Room - 1,550 sq. ft.

- Group Exercise instructional area
- ~~Approximately 20 group~~ exercise classes per week
- Equipment including: Computer, TV/DVD player, Barre, exercise mats, Swiss balls, free weights, steps, weighted bars, a chin up bar, kettle bells, a punching bag, ~~batting ropes~~, and a pace clock

Climbing Wall - 24 ft. tall

Boulder Wall - 12 ft. tall

- ~~Climbing/bouldering routes~~
- ~~Incentive programs~~

Racquetball Complex - 1,630 sq. ft.

- ~~2 Racquetball Courts~~
- ~~Walleyball~~
- ~~Storage lockers~~

Locker Rooms

- Faculty/Staff Locker Rooms
- General Locker Rooms
- ~~Visitor/Family Changing Locker Rooms~~

Fall 2020 New Policy Implementations: In Response to COVID-19

Face Mask Required

- A CDC recommended mask or facial covering is required to be worn in all areas, with the exception of while swimming.
- Swimmers must wear a mask or facial covering to the pool side and put one back on after exiting the water.
- Patrons who refuse to wear a mask or facial covering will be asked to leave. Those with medical exceptions will need to provide documentation through disability services.

Physical Distancing

- Please keep six feet between you and other members, with an exception of while actively spotting.
- Refrain from walking or running with others on the track. When passing another patron use the furthest lane to keep as much distance as possible.
- 1 person is able to use a lane at a time within the pool. 6ft. distances should be maintained in other areas of the pool/deck area.

Wash Your Hands

- Hand washing should take place often, including pre and post workout.
- Restrooms and hand sanitizer are available throughout the facility.

Equipment

- Equipment has been moved to facilitate physical distancing.
- Clean equipment before and after each use, sanitation stations are available throughout the facility. When cleaning fitness equipment, paper towels should be sprayed with solution then wipe equipment clean (please do not spray equipment directly). All other items can be sprayed directly (lockers, vending machines, etc.) & wiped dry after 2 minutes (wiping is not necessary).
- Our staff will be cleaning on increased intervals.
- An electrostatic sprayer will be used to disinfect heavily used areas while the building is closed.
- Equipment checkout is not available. Please bring your own equipment (small towel, large towel for pool, etc.).

Modified Activities and Limitations

- The following areas will be closed: climbing wall, sauna, hot tub, racquetball courts, golf simulator, and sand volleyball courts.
- Locker rooms are for changing and restroom purposes. Showers are not available. Daily use lockers are available in the general locker room, on a limited basis. Patrons utilizing lockers should clean the locker before and after use. Lockers are also available to rent for the semester. Drawstring bags are encouraged for items of value. Cubbies are available throughout the building.

- The following programs will be put on pause: group exercise, intramurals, learn to swim, certification classes, facility rentals.
- Virtual Group X classes will be provided through 2020recreationmovement.com.
- We no longer will have a lost & found. Items of value will be taken to Safety Services.
- Members are encouraged to bring their own filled water bottle with them. Bottle filling stations will be available, however water fountains can not be used.
- Open recreation, including, but not limited to: basketball, volleyball, billiards are not authorized at this time.

Access

- All patrons will be required to take the “COVID Self-Assessment” on the Campus Shield App prior to entering the facility. The badge will need to be presented to the Customer Service staff upon check-in. Individuals exhibiting symptoms or have been exposed to COVID-19 should not enter the facility. Per the CDC, symptoms include: cough, shortness of breath, difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and new loss of taste or smell.
- Facilities will have capacity limits so please do not linger after you finish your workout.
- Individuals will enter and exit through the front doors. Designated doors will be labeled for each direction.
- Membership will only be available to students, faculty and staff (including: retired faculty and staff and trustees) and spouses of the before mentioned. Other memberships and passes will not be sold (including: Eagle Passes, Guest Passes, Free Weekend Guest Passes, 30 Visit Passes and Department Passes).

Contactless Transactions Available

- Credit, debit and AU gift cards are accepted for payments for reduced contact payment options.
- Gold Memberships may be renewed on the Portal (by payroll deduction).
- Purple Memberships may be renewed online (with a call in for credit card payment).

Please depart the facility after you have completed your workout to help support occupancy levels and access for all members.

In the event that there is a confirmed case while within the facility, the individual will be immediately isolated and medical care will be provided/contacted. If possible, the areas in which the individual was in will be shutdown for a deep sanitation.

Memberships

Type of Membership	Groups Eligible	Cost
Gold Membership	Regular Full-Time Employees	\$70/Fall 2020 Semester – Individual \$236/Semester – Family
Purple Membership	Full-Time Students, Part-Time Students, Graduate Students, Seminary Students, Regular Part-Time Employees, Retired Faculty/Staff, Adjunct/Supplemental Employees, Trustees, Spouses	\$70/Fall 2020 Semester – Individual \$236/Semester – Family
Alumni Membership	Alumni and Spouse of Ashland University, Ashland Seminary and MedCentral College of Nursing	\$130/Semester – Individual \$682/Year – Alumni & Spouse \$326/Semester – Family \$852/Year – Family
Community Membership	Community Members	\$240/Semester – Individual* \$600/Semester – Family* <i>*initiation fee not included</i>
Purple 30 Visit Pass	Full Time Students, Part Time Students, Graduate Students, Seminary Students, Retired Faculty/Staff, Regular Part Time Employees, Trustees, Spouses	\$73/30 Visits
Alumni 30 Visit Pass	Alumni and Spouse of Ashland University, Ashland Seminary and MedCentral College of Nursing	\$112/30 Visits
Eagle Pass	Students, Faculty/Staff, Alumni	\$5/Visit Pass No Guest Passes
Guess Pass Package	Current Members, 30 Visit Pass Holders	\$40/10 Guest Passes

College Pass	Full-Time or Part-Time Undergraduate or Graduate Students from a different university	\$92/Semester *Available for Summer Semester only and paper proof of Fall classes must be submitted at purchase
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Definitions of Groups Eligible

- **Access students:** International students enrolled in the Access program at Ashland University
- **Adjunct/Supplemental:** A current adjunct faculty member at Ashland University and/or those that receive supplemental contracts
- **Alumni:** Graduates, and spouses, of Ashland University (undergraduate or graduate), Ashland Theological Seminary or MedCentral College of Nursing who have completed at least 32 credit hours
- **Community Member:** Individual who is not eligible for Purple and Gold Membership or Alumni Membership who is at least 18 years of age
- **Family:** Spouse and all children who reside in household. Children must be naturally or legally adopted, no older than 26 years of age and claimed as a dependent
- **Full-Time Undergraduate Student:** Undergraduate student enrolled at Ashland University with at least 12 credit hours. Students are eligible to purchase the semester before classes begin (dependent on payment of fees through the Business Office)
- **Graduate Student:** A student enrolled in graduate courses at Ashland University
- **Part-Time Undergraduate Student:** Undergraduate student enrolled at Ashland University with less than 12 credit hours including post-secondary students. Students are eligible to purchase the semester before classes begin (dependent on payment of fees through the Business Office)
- **Regular Full-Time Employee:** Those who work for Ashland University, on average, a minimum of 30 hours per week
- **Regular Part-time Employee:** Those who work for Ashland University, on average, between 20-29 hours
- **Retired Faculty/Staff:** A retired faculty or staff member who belongs to the Ashland University Heritage Club
- **Seminary Students:** A student enrolled in graduate courses at Ashland Seminary
- **Spouse:** The spouse of an undergraduate student, part-time student, graduate student, seminary student, faculty, staff, trustee, or retired faculty/staff member
- **Trustee:** A member of the Ashland University Board of Trustees

***Note** – Eligibility of groups is defined through the following offices: Human Resources, Registrar, and Alumni

Payment

- Payment for membership can be made by cash, check (made out to Ashland University), credit card, department transfer, or payroll deduction
- ~~Purple, Alumni, and Community Memberships may be purchased up to one year at a time~~
- Gold Membership can only be purchased for the upcoming semester
- Adjunct/Supplemental employees (and their spouses/family) may only purchase membership for the current semester
- ~~Purple is the only membership option that can purchase 1st half of the summer semester~~

Rec Center Usage: Full-Time Undergraduate Students

- Membership is included in student fees for Fall and Spring semester
- Students can opt to purchase a summer membership in the Rec Services office (summer membership is not included in student fees)

All Members

- The Department of Recreational Services reserves the right to suspend or terminate eligibility of those individuals who demonstrate inappropriate behavior or conduct within the facilities or programs offered by Rec Services. These individuals include students (full-time, part-time, graduate, and seminary), faculty, staff, spouses, ~~alumni, community members, and their guests~~. In addition to the Rec Center policies and procedures, student members of the Rec Center are to abide by policies outlined in the student handbook; and Ashland University employees are to follow policies outlined in the employee handbook
- Prorated memberships will not be sold during the fall 2020 semester
- Membership will not be available to the following groups during fall 2020: families, alumni, and community

Gold Membership

- Gold membership is a membership option open to all regular full-time employees. Individuals who use the Ashland Recreation Center regularly will be issued a reimbursement following the conclusion of the semester
- In order to receive reimbursement, an individual must purchase a membership for the entire semester. Reimbursement will not be issued to individuals who purchase a prorated membership
- Spouses are not eligible for reimbursement unless they are an Ashland University Regular Full-Time employee
- ~~Individuals who purchase a family membership will receive a reimbursement toward their membership of \$92 if thirty (30) visits are tracked by the regular full-time employee~~
- Gold Memberships will be issued on a one (1) semester basis and individuals may purchase membership as far as one (1) month prior to the start of the semester membership term
- Individuals need to visit the Rec Center at least ~~thirty (30)~~ **twenty two (22)** days per semester to get reimbursed
- Individuals are welcome to use the facility multiple times per day, but only one swipe per day will count toward your semester total of at least ~~thirty (30) days~~ **twenty two (22)**
- No matter how payment is processed for the Gold Membership, all reimbursements will be processed through your paycheck approximately one (1) month after the semester membership term has concluded
- The reimbursement is considered a taxable benefit. The membership reimbursement of ~~\$92~~ **\$70**/semester provided by the university constitutes taxable income and will be subject to federal, state, local, and FICA taxes applicable in each employee's situation

- At the time of sign up, a Gold Membership Tracking Card will be issued. The purpose of this card is to serve as a personal reference tool to track the number of visits one has had each semester. At the conclusion of each semester, usage reports will be generated and an e-mail will be sent to those seeking reimbursement indicating if they have reached their minimum required visits
- Ashland University does not reimburse Rec Center membership fees when members receive reimbursement from alternative resources, such as, but not limited to, a spouse's insurance company or employer

Community Membership

- 30 individual memberships and 10 family memberships are available to the community each semester
- Individuals 18 and older are able to purchase an individual membership
- An initiation fee of \$20/person (18 and older) is required in order to conduct a background check. Please allow 1-2 weeks for clearance for citizens of the United States and 2-4 weeks for clearance for non-United States citizens and non-permanent residents of the United States
- Community memberships will not be made active until a background check is cleared
- An e-mail will be sent to the prospective member once the background check is cleared
- Individuals who do not pass their background check will be reimbursed for all membership fees paid, except their initiation fee
- Background check clearance is determined through the Rec Service Office
- Memberships do not become prorated under the community membership option

Family Membership

- Children 15 and younger are restricted from using the weight room, fitness center, fitness equipment on the track, and sauna
- Children 4 and younger are not permitted to use the Climbing Wall (may still use bouldering wall)
- Children 3 and younger are permitted to use the Rec Center without a membership/guest pass
- Children 15 and younger must be accompanied by an adult of at least 18 years of age at all times. Accompanying your child is defined as being in the same activity area and in constant supervision

Eagle Passes

- Students, faculty/staff, and alumni, that are eligible members, are permitted to purchase a daily pass any time of the year without being sponsored by a current member of the facility
- Eagle Passes are \$5 and are valid for that day only, for that person only
- Re-entry for the day is possible by holding on to the pass given at purchase and showing identification
- Individuals purchasing an Eagle Pass are not permitted to purchase guest passes

- Individuals entering on this pass are permitted to check out equipment and participate in Group Exercise classes

College Pass

- Summer memberships are available to students living within the Ashland area, who attend a different institution
- Individuals interested in signing up for this membership must stop into the Rec Services Office or visit Customer Service for a membership application
- Students enrolled in a full-time or part-time undergraduate or graduate level for the upcoming fall semester are eligible to purchase summer membership at the student rate
- A paper proof of registration for upcoming fall classes must be submitted at time of purchase. If paper proof of registration is not available, exceptions can be made

Guest Passes

- Members are able to bring in up to three guests per visit
- Guest passes are \$5 each
- Members must stay in the building with guests at all times. Guests 15 and under must stay in the same location as the member, at all times
- Members must check out equipment needed for their guest(s)
- Full-time undergraduate students, with a Rec Center membership, are able to utilize two free guest passes each weekend day, beginning at 3pm Friday and ending on Sundays, valid only Fall and Spring semester. The free guest passes begin orientation weekend and end graduation weekend
- Guest passes cannot be transferred from sponsored member to member
- Guest pass is only valid while member named on pass is in the facility with guest

Guest Pass Package

- Can only be purchased/used by current members, including 30-Visit Pass holders
- Valid for 1 year from the date of purchase
- Guest Pass Package card cannot be replaced if lost or stolen
- Members, besides the individual who was issued the card, can utilize the card
- Guest Pass Packages are issued from the Rec Services Office, but can be purchased at any time
- See "Guest Passes" for additional policies
- Members are still limited to 3 guests per visit

Temporary Membership Cards

- Temporary Membership Cards are given to individuals who have forgotten their membership card as well as members who purchase their membership outside of professional staff office hours
- The Temporary Membership Card should only be used until membership is made active in the system and/or a membership card has been issued
- New community members will not be issued a Temporary Membership Card before background check clearance

- Re-entry for the day is possible by bringing back the Temporary Membership Card and picture identification
- Those holding a Temporary Membership Card are permitted to participate in the full benefits of membership
- At any time, members may be asked for identification by Rec Center employees. In this case, a Temporary Membership Card is a valid form of member identification

30 Visit Passes

- ~~30 Visit Pass expires one year from the date they are purchased~~
- ~~Passes can only be used by the member who purchased the pass (passes cannot be shared)~~
- ~~30 Visit Pass cannot be paid through payroll deduction~~
- ~~30 Visit Pass visits are forfeited if unused by the expiration date. No discounts, refunds, or extensions will be given if semester memberships are purchased within the 30 Visit Pass time period~~
- ~~Guest Passes can be purchased with 30 Visit Pass~~

Refunds

- The Department of Recreational Services does not offer refunds for memberships or passes. Exceptions may be made during national pandemics or extenuating circumstances as approved by the Director of Recreational Services. The Rec Center does not give refunds for lost money in vending machines. A staff member should be notified of any vending machines not working properly. Patrons who lose money in machines should be directed to the Bookstore for a refund.

General Policies

- An ID must be shown when gaining entrance to the facility. This includes, but is not limited to: membership, ~~Eagle Pass, Guest Pass~~
- If an individual uses a membership card which is not theirs, the card will be confiscated. The confiscated card may be claimed by the original owner. The owner of the card may not use the Rec Center or participate in programs until meeting with the Director of Recreational Services
- The Academic Wing, Athletic Training Complex and Tuffy's Smoothie Bar do not require an Ashland University Eagle/membership card to access
- Inappropriate sexual behavior and/or sexual misconduct are prohibited
- Shirts, shorts/pants, and shoes are required within the Rec Center (except in pool and locker rooms)
- Shirts that cover the torso, midriff, and rib cage are required
- Rec Services reserves the right to determine appropriate attire
- Cards can be replaced one (1) time per year at no charge. Cards needing to be replaced more than one time a year may incur a replacement fee of \$5
- Ashland University is not responsible for lost or stolen items and all members are encouraged to lock up all personal items. Rec Services is not liable for any injuries
- Coats, street clothing, and backpacks/equipment bags should be placed in lockers or cubbies throughout the building
- ~~Locks are available at the Equipment Check-Out desk~~

- Report facility/equipment irregularity to staff on duty
- Those suffering from heart disease, diabetes, or high or low blood pressure, or women who are pregnant should not begin an exercise program without proper physician consultation and permission
- Rec Services reserves the right to adjust schedules, program formats, and instructors when necessary. Please refer to the department website for updated class and program schedules or cancellations
- The following are prohibited: alcoholic beverages, tobacco products, profanity, and vulgar language
- Rec Services reserves the right to not allow outside equipment (chains, kettle bells, bands, etc.) to be brought in the Rec Center
- The Rec Center is a latex free facility. Please do not bring items with latex into the building (i.e. balloons, stretching bands)
- Outside training is not permitted in the facility (compensated or not compensated). This includes, but is not limited to: personal training, swim lessons, coaching, or other athletic training
- A private lactation space is available within the facility. See a manager to access this room. A nursing mother's room is also available in the Student Center
- Individuals suspected of consuming alcohol will be asked to leave
- Razor scooters (or similar) can not be used in the facility

Concussions

- If an individual sustains a suspected head injury while participating in an event during informal recreation at the Rec Center, and they refuse to be transported to the local hospital, we highly recommend that they do not return to any activity at the Rec Center for the remainder of the day

Emergencies

- Call 911 or alert a Rec Center staff member
- For minor injuries, contact Rec Center staff
- Do not use elevator in case of fire
- Department will be conducting mock emergencies with staff. If there is a mock emergency and a member approaches the "victim," the "victim" will identify that it is not a true emergency

Severe Weather Policy

- Refer to University policy
- During tornado warnings, the Rec Center will close until the warning expires (front doors will remain unlocked for outsiders to seek shelter)
- Members can leave or seek shelter in Rec Center during tornado warnings
- Always follow the signage within the facility to locate all safety areas in the event of a tornado warning
- If lightning is spotted, all participants must discontinue play on the intramural field, sand volleyball courts, and the Kilhefner basketball court. Play may resume 30 minutes after the last lightning bolt is spotted/thunder heard

- Rec Services staff reserves the right to rule on unsafe playing conditions and inclement weather

Lost and Found

- ~~Lost and found for the Rec Center is found at the Customer Service area~~
- ~~Items are tagged and logged for at least 30 days. Items of value (wallets, phones, etc.) will be kept in the Rec Services office~~

Tours

- ~~Rec Service staff will escort tours when available upon request or may be scheduled in advance~~
- ~~Please contact Rec Services to schedule a tour for 5 or more people~~
- ~~Tours will be allowed by members for the facility without an escort but must present an Ashland University Eagle Card~~
- Tours can be led by staff within the Admissions Office
- Tours can be led by Rec Service staff to eligible members

Food/Drink

- Food and drink are allowed only within the observation deck and atrium
- Water can be taken anywhere in the building
- Chewing gum is not allowed

Bulletin Boards/Solicitation

- Signs, fliers, and posters are encouraged with approval of Rec Services
- Soliciting is not permitted inside or outside of the Rec Center without prior approval
- Posters are not permitted on any railings in the Rec Center
- All signage will be hung by the department

Camera/Video/Cell Phones

- Camera phones or any device capable of taking pictures are not permitted to be used within the locker rooms
- Cell phone usage is not permitted in activity areas except in the case of an emergency
- Photographs and videos may be taken of informal recreation and programs by Rec Services, Ashland University Public Relations and Marketing. These photographs/videos are used for promotional purposes. Those preferring not to be photographed/filmed may notify the photographer
- Photographs or videos during scheduled events are permitted (i.e. swim meets, club events, etc.)
- No other photography or video is allowed without approval from full-time Rec Services staff. Request forms can be found online, at the Customer Service desk, or in the Rec Services office

Music

- Patrons must use headphones when playing audio on a portable electronic device.

- Appropriate music levels will be monitored by Rec Center staff. Contact the Facility Manager if you need the music adjusted
- The radio station played within the Rec Center will change every week to maintain variety

Pool

- One long whistle blast or three short whistle blasts may signal an emergency. Exit the pool immediately and look to the lifeguard for further instruction if either of these occur
- Proper swim attire is required. Swimming in underwear, gym shorts, compression shorts, spandex, sports bras, thongs, or see through suits is prohibited. T-shirts on top of bathing suits is not permitted
- ~~Swim diapers designed specifically for use while swimming are required for children not toilet trained~~
- Running will not be permitted in the pool area
- ~~Children 15 and under must be accompanied by an adult (18 years of age or older). Adults may bring children of any age to the pool~~
- ~~Lifeguards have the discretionary authority to require an adult to be in the water within arm's reach of weak swimmers~~
- Head first entry is strictly prohibited in any area with a depth less than seven feet
- Several groups may be using the facility simultaneously. It is important to respect all participants and swim in designated areas
- Lap lanes are for continuous swimming. Please be considerate of others. ~~Swimmers must circle swim when more than one individual is utilizing that lane~~
- Do not hang on lane lines
- Open recreation includes activities other than lap swimming
- The AU intercollegiate swimming and diving team and special events may change the pool schedule. Check the Rec Services Google Calendar for daily updates
- Lessons/classes are conducted by the Rec Services staff only
- Swimming in the diving well is prohibited when the diving boards are in use
- Use of starting blocks is strictly prohibited
- Horseplay will not be tolerated within the facility
- Hypoxic training or breath holding is strictly prohibited

Diving Board

- Non-swimmers are not allowed to use diving boards
 - Definition of a non-swimmer: any individual who cannot swim an entire length of the pool without stopping or needing assistance
- The next diver cannot dive until the diver in the water is to the deck

- Flotation devices such as lifejackets, noodles or water wings may not be worn off the diving boards
- All jumps and dives must be in a forward direction from a standing position
- No back dives, handstands, cartwheels, or seat drops are permitted
- One person on the diving board at a time (This includes the ladder)
- One bounce on the board per dive
- Moving the fulcrum on the boards is strictly prohibited
- Diving or jumping deemed unsafe by the lifeguard staff on duty will be prohibited
- ~~Parents may not catch their children off the diving boards~~
- Goggles may not be worn off the boards
- Horseplay will not be tolerated on the diving boards
- There is a zero tolerance policy on the diving boards. If a member ~~or their guest~~ does not abide by these rules, they will not be able to use the diving boards any longer
- Front flips are permitted on the low dive only
- A member must be at least 42 inches tall to use the high dive
- Flips are not permitted on the high dive

Hot Tub

- ~~Members 16 and older can use the hot tub; members younger than 16 must have parental approval~~
- ~~Unsupervised use by children is prohibited~~
- ~~Maintain reasonable time limits of 10 to 15 minutes per session. Long exposure may result in nausea, dizziness, or fainting~~
- ~~Elderly persons, pregnant women, infants, and those with health conditions requiring medical care should consult a physician before entering the hot tub~~
- ~~Hot tub must be closed if temperature is greater than 104 degrees~~
- ~~The maximum occupancy in the hot tub is 18 people~~
- ~~The hot tub may be closed one day each week for cleaning~~

Sauna

- ~~Temperature: 160–200°F Humidity: 10–15% (dry heat) Maximum use per sitting: 15 minutes. Maximum use per day: 30 minutes~~
- ~~Sauna light must be turned on during use~~
- ~~Youth 15 and younger are prohibited from using the sauna~~
- ~~The maximum occupancy in the sauna is 7 people~~
- ~~Out of courtesy to others and for their own protection, users are required to wear appropriate swimsuits and/or clothing and sit on a towel~~
- ~~The sauna is an electrical appliance; therefore do not pour liquid on the rocks (except for water) or place newspapers, towels or any combustible material on the heater or guard surface~~

- Do not use oils, scented oils or aroma therapy in the sauna
- Personal items are encouraged to be locked up, rather than left in the pool hallway
- Shaving is prohibited while in the sauna
- Pregnant women should not enter the sauna without prior medical consultation
- Use of sauna is not recommended for persons with high blood pressure, cardiovascular disorders or pulmonary diseases
- Do not use the sauna while under the influence of any type of alcohol, drugs, anticoagulants, antihistamines, vasoconstrictors, vasodilators, stimulants, hypnotics, narcotics or tranquilizers
- Users who feel faint or dizzy in the sauna should leave the sauna immediately
- All metal jewelry should be removed prior to entering the sauna

Free Weight/Selectorized Area

- Facility and equipment is on a first come, first served basis
- ~~Members 16 and older are permitted access to the free weight and selectorized area~~
- Athletic attire is required. No walking boots. Jeans, jean shorts or any clothing with metal rivets or zippers are not permitted
- Participants are required to unload and re-rack weights after use
- Clips are required when using the free weight bars
- Slamming or dropping of free weights is not permitted
- Weights stored within the power rack area are the only weights that should be used within that space
- Improper use of equipment is prohibited. This includes, but is not limited to: standing on equipment, standing on weights, and stacking weights under equipment exceeding 4 inches
- Power lifts (clean, clean-jerks, snatch) are permitted within the power rack area
- The use of chalk/powder is prohibited
- Use of a spotter is recommended (Fitness Center Supervisors are available to spot)
- Equipment should remain in designated areas, be wiped down, and returned to proper location after use
- ~~Machines should not be sprayed directly with cleaning solution; instead spray the rag and wipe~~
- ~~Free weight logs are available near the drinking fountain~~
- Members can bring their own music for the free weight area. Electronic devices should be given to Equipment Check-Out to play. Rec Center employees have the right to decline any music for inappropriate language

Fitness Center

- ~~Fitness logs are available near the drinking fountain~~
- Facility and equipment is on a first come, first served basis
- ~~Members 16 and older are permitted access to the fitness center area~~
- Time is limited to 30 minutes on all cardiovascular equipment when someone is waiting

- Stretching and floor exercises are limited to the stretching area
- The use of the emergency off clip is recommended when using treadmills
- Cell phone usage is prohibited on all equipment
- Televisions will be monitored by the Rec Center staff
- Members have the opportunity to vote each month on TV channel selections
- When using the cardio equipment, appropriate athletic attire and footwear must be worn
- Equipment is for appropriate intended purposes only
- Jumping rope is not permitted within the Fitness Center, including the stretching area
- Contact a staff member if assistance is needed

Aerobics Room

- ~~Maximum enrollment for a class is 30 participants. Cycling classes have a 15 participant maximum enrollment~~
- Participants must sign in prior to the beginning of each class on the computer in the Aerobics Room
- Entry is on a first come, first served basis. Participants may not save bikes or spots for others
- Participants should remain outside the room doors until everyone from the previous class has exited. A Group Exercise Instructor will instruct members to enter the Aerobics Room at the appropriate time. Please come early to reserve your spot
- Appropriate athletic shoes must be worn in the Aerobics Room (except Yoga or Pilates where socks may be worn)
- For cycling classes, baggy pants and long skirts are not permitted
- Participants are encouraged to bring a towel and water bottle to class
- New cycling participants are encouraged to arrive 10 minutes prior to class in order to learn proper bike set-up
- All personal items should be kept in the provided cubbies or locker rooms
- Equipment provided in the Aerobics Room must remain in the room
- Participants are asked to return all equipment to its proper location and clean it at the end of each class. Participants requiring additional assistance are encouraged to bring a buddy
- Rec Center staff will monitor the stereo and television in the Aerobics Room
- Injuries and facility or equipment irregularity should be reported to the Group Exercise Instructor
- Cell phone usage is not permitted during classes
- For safety reasons, leaving group exercise classes before the cool down is strongly discouraged
- Cycling bikes available, within the Aerobics Room, are permitted to be used at any time. Bikes kept within the store closet can only be used during a Group X class.
- The schedule, class formats, and instructors are subject to change
- Class cancellations will be posted at Customer Service
- ~~Participants must be at least 16 years old to participate in any class~~

- Informal use of the Aerobic Room is permitted when it is not in use (one blind must be opened and door unlocked)
- Tap dancing is not permitted

Climbing Wall

- Members 5 and older may use the Climbing Wall; there is no age requirement to use the Bouldering Wall
- Only 8 climbers/spectators are permitted in the climbing area at one time
- Climbing Wall staff are the only individuals designated to change/build routes on top rope courses at any time. Designated weeks for members to set are the 1st, 6th, and 11th weeks of the semester
- Bouldering routes may be set by members during specified times only
- Climbers must be 16 or older to become certified to belay
- Personal climbing gear can be used, but must be approved by the Lead Climbing Wall Supervisor or the Assistant Director of Aquatics and Student Development
- Athletic or climbing shoes are required; climbing shoes are available at the Climbing Wall
- Personal possessions, such as jewelry and watches, and excessive clothing should be removed when climbing or belaying and stored in a locker
- Powdered chalk is available to use; liquid chalk is not permitted
- There is a one climb limit per rope when the wall is at capacity
- Belaying without proper certification from Rec Services is not permitted
- Climbers and belayers are responsible for checking each other's safety systems prior to each climb
- Designated routes are available and marked by tape color
- Climbers must tie into their harness (no clipping in). Belayers must belay from their harness and not the floor anchors
- Correct communication commands are required by both the climber and belayer
- Spotters are highly recommended when bouldering
- The following will not be permitted for safety reasons: swinging across the wall, grabbing, pulling or stepping on quick draws or bolt hangers, bouldering with hands above the bouldering area, bouldering above or below another climber or boulderer, and/or being on the top ledge of the Bouldering Wall
- No climber who is bleeding may continue to use the wall until universal precautions are implemented
- All accidents and equipment damage must be reported immediately to the staff on duty
- Participants found to be climbing or belaying in an unsafe manner will first be counseled about appropriate techniques or procedures. Staff is authorized to ask uncooperative or unsafe members to leave
- Bouldering is permitted on the climbing wall (to the height of the bouldering wall). Climbing above the bouldering wall requires use of a harness and belayer
- Participant's feet must always be below their head (no hanging upside down)

Golf Simulator

- Reservations for the Golf Simulator may be made at the Customer Service desk or by calling 419.207.6173
- Golf clubs (with the exception of drivers) are available for rental at the Equipment Check Out desk
- Reservations can be made one day in advance for one hour and one name per hour
- Reservations may not last longer than one hour if someone else is waiting or has the Golf Simulator reserved for the following hour
- If you are golfing by yourself and someone wants to play, please allow them to hit with you
- Be cautious as golf balls may ricochet

Racquetball Courts

- Place personal items in the racquetball lockers or locker room
- Reservations can be made one day in advance for one hour and one name per hour
- Reservations for the Racquetball Courts may be made at the Customer Service desk or by calling 419.207.6173
- Use of protective eye wear is recommended
- All metal racquets must have protective guards or leather straps
- All participants must wear rubber soled tennis shoes. Street shoes are prohibited
- Racquets, racquetballs, and protective eyewear are available for check out at the Equipment Check Out desk
- Street clothes are prohibited in the racquetball courts
- Hitting the walls, floor, or glass with the racquets is not permitted
- Use of the racquet wrist strap is recommended
- When playing racquetball, there is a 4 person maximum
- Wallyball can be played within the Racquetball Courts. Please contact Equipment Check Out to arrange set up
- When playing wallyball, there is an 8 person maximum
- Only racquetball, wallyball or individual workouts may take place within the courts. All other activities should take place on the gym/MAC courts

Walking/Jogging Track

- Participants are encouraged to wear athletic shoes while using the track
- The track is intended for recreational purposes only. Competitive training and sprinting is not permitted
- The walking/jogging direction on the track will change every day
- Walkers stay to the outside lane, joggers stay in the middle lane, and runners stay to the inside lane
- The track is 1/9 of a mile
- Always look both ways on the track before exiting the elevator
- Spitting is not permitted on the track
- Strollers are permitted on the track

Gym/MAC Area

- Athletic shoes are required when using the courts
- Shoes worn on the courts must be clean and dry
- ~~If a team has used the court during informal recreation, while other members have been waiting for one hour, they must stop playing and allow new members the opportunity to play~~
- Coats, street clothing, or backpacks/equipment bags should be placed in lockers or cubbies around the building
- Hanging on rims or nets is prohibited
- ~~Dunking is allowed~~
- ~~Basketballs, volleyballs, soccer balls, footballs, tennis, and badminton equipment can be issued at the Equipment Check-Out desk~~
- Spitting is not permitted on the courts
- ~~Basketballs are not to be thrown off of the observation deck, the track, or near Tuffy's~~
- ~~Basketballs are not to be kicked or sat on~~
- Use of a rubber jump rope is permitted on the Gym and MAC Courts, a plastic jump rope is only permitted on the MAC Court
- ~~Roller skates and rollerblades are allowed only on the MAC Court; they must be removed before exiting the MAC~~

Equipment Check-Out Desk/Game Room

- ~~All students/members can borrow equipment to use at no charge with a valid Ashland University Eagle/ membership card~~
- ~~All equipment must be kept inside the Rec Center (except outdoor recreation equipment and bikes) and returned by the end of the day unless otherwise arranged with a full time staff member~~
- ~~Participants will be charged a fee for damaged or missing equipment~~
- ~~All equipment must be returned by the original user~~
- ~~Additional equipment owned by the department may be reserved ahead of time by contacting the Assistant Director of Programs~~
- ~~One hour maximum playing time for billiards and table tennis when others are waiting~~

Outdoor Equipment Rentals

- ~~If any equipment is returned late, the member will be charged a fine of \$5 for each day it is past due, up to the original cost of the equipment~~
- ~~If any equipment is damaged during use, the member responsible will be charged for any repairs necessary~~
- ~~If equipment is lost or broken beyond repair, the renter will pay to fully replace the equipment including any shipping cost that may be associated~~

Bike Rentals

- Bikes can only be rented on the current day from the ~~Equipment Check Out~~ **Customer Service** desk
- Bikes are available on a first come, first served basis
- Bikes can be picked up at the Rec Center for single day rentals only
- Members may rent only one bike at a time. There is no reserving a bike for another person who is not present
- A helmet and lock must be taken for each bike rented
- Bikes are not able to be rented between November 1 and March 30
- In consideration for other renters, please return bikes in a timely manner so other renters can use the bikes
- ~~Bikes can be checked out prior to 8:00 p.m.~~ All bikes must be returned by 9:00 **7:30** p.m.

Non-Intercollegiate Locker Rooms

- All participants may use lockers on a daily basis. Locks may be rented from the **Customer Service** ~~Equipment Check Out~~ desk free of charge
- Personal lockers are able to be rented to members for ~~\$30~~ **\$24**/semester
- It is highly recommended that participants use a lock when storing personal belongings
- Locks left on after rental period ends will be cut off
- Locks left on daily lockers will be removed nightly
- Devices with cameras are prohibited in the locker rooms
- Sandals are recommended to be worn within the locker rooms
- Glass containers are not permitted in the locker rooms
- Wet surfaces in the locker room may be slippery. Please watch your step
- ~~Family locker rooms are provided for family use~~
- ~~Children of an opposite gender needing assistance/supervision should utilize a family changing locker room~~
- ~~Family locker rooms may be used for rentals or swim meets. Please consult the schedule outside of the family locker rooms to take belongings out before an event begins~~
- Swim suit dryers are available in the general locker room

Sand Volleyball

- ~~Sand Volleyball Courts are available for informal recreation~~
- ~~No tobacco or alcoholic beverages are permitted at any time~~
- ~~Reservations for the sand volleyball courts can be made at Customer Service or by calling 419.207.6173~~
- ~~Reservations can be made one day in advance for one hour and one name per hour~~
- ~~During the school year, sand volleyball courts close at 10:00p.m. and during the summer and breaks, the sand volleyball courts close at 9:00p.m. Please notify Customer Service if you would like the sand volleyball court lights turned on after dusk~~

- ~~Sand volleyballs can be checked out at the Equipment Check-Out desk by Rec Center members only~~
- ~~Participants are responsible for any damages that occur~~
- ~~Play at your own risk. Rec Services is not responsible for injuries during informal use of the courts~~
- ~~Bikinis or speedos are not allowed~~
- ~~Sand volleyball courts will be used for informal use and specific program scheduling. Ashland University students, faculty, and staff have first priority of the courts~~
- ~~Please report any damages and/or injuries to the Customer Service desk or call 419.207.6173~~
- ~~In case of emergency use the phone located near the sand volleyball court area~~
- ~~Please notify Customer Service if a ball goes up on the roof~~

The Brooks G. Hull Intramural Field

- Intramural field is available for informal recreation unless inclement weather prohibits use
- No tobacco or alcoholic beverages are permitted at any time
- Metal cleats are not permitted
- No bicycles or motorized vehicles are allowed
- If damages occur to field, equipment, cars and/or property, contact Rec Services
- Play at your own risk. Rec Services is not responsible for injuries during informal use of the field
- Emergency phone is located near the sand volleyball courts
- Rec Services reserves the right to restrict usage of the field
- The user will be responsible for a replacement fee for any intentional damage to property on the Intramural field
- Intramural field closes at dusk
- Events sponsored by Rec Services have first priority, then sport clubs, then informal use. When the field is not scheduled, it is open to students, faculty, staff, and community members
- Pets are not permitted within the fenced-in area
- Golfing is not permitted
- Faculty, staff and students are all eligible to participate in intramural sports, regardless of membership status
- See individual sport rules and intramural participation guide for additional participation eligibility

Facility Rentals

- The Rec Center is available for rental to campus groups during the school year and outside groups year round
- The Climbing Wall is able to be rented outside of regular hours of operation
- Individual areas may be rented during regularly scheduled operating hours at the Rec Center; however, the rental of the entire facility may only occur after normal operating hours

Requirements During Operating Hours

- Reservation requires a \$20 non-refundable deposit

Requirements During Non-Operating Hours

- Individual activity areas are not offered for rent when the facility is closed, only the entire facility
- Reservation requires a \$200 non-refundable deposit

For Every Rental

- Reservation must be made 2 weeks in advance
- Each attendee (including chaperones) must fill out a liability waiver (parent/legal guardian signature required for anyone under 18)
- Waivers are due the day of the event
- Organization must provide proper supervision – 2 adults for every 20 children, plus an additional adult per 10 additional children
- An adult should never be alone with a minor
- Individual coordinating event must go thru minor policy training prior to the facility rental
- Final payment is due the day of the event

Cost During Operating Hours

Individual Areas:

During the academic school year, reservations are free to campus groups with completed form and payment of staff fees as necessary. All rentals during operating hours are priced per hour.

Aerobics Room.....	\$30	Multipurpose Activity Court (MAC).....	\$40
Classroom.....	\$40	One Basketball Court.....	\$40
Climbing Wall.....	\$60	One Racquetball Court.....	\$30
Game Room.....	\$40	One Sand Volleyball Court.....	\$40
Golf Simulator.....	\$40	Pool and a Movie.....	\$140
Intramural Field.....	\$40	Pool.....	\$110

Cost During Non-Operating Hours for Rental of Entire Facility

4 hours.....	\$1,500
8 hours.....	\$2,500

*Additional hours are available at \$375 per hour.

Hours of Operation

Fall 2020

Facility:
Monday-Friday: 6-8am/noon-8pm
Saturday: 10am-8pm
Sunday: Noon-8pm

Spring 2021

TBD

Summer 2021

Pool:
Monday-Friday: 12-2pm/6-7:45pm
Saturday: 1-4pm
Sunday: 1-4pm

TBD

**Pool hours are subject to change due to swim meets*

Emergency Information

Emergency Notification System:

Alerts are sent out during emergency situations, severe weather advisories, school closings, and major event cancellations. All members of the Ashland University and Rec Center community are encouraged to register for the emergency alert by downloading the CampusShield app through the app store or Google Play store and selecting notifications from Ashland University.

Fire

Any fire in the building, small or large, is an emergency. Keep in mind a fire doubles in size very quickly and the safety of employees and patrons is the number one concern. In either case immediately evacuate the building. The building cannot be reoccupied until approval from the Ashland City Fire Department. If you see a fire within the building, take the following actions:

1. Activate the nearest fire alarm
 - i. The fire alarm will alert Safety Services. They will come over and notify the fire department if needed
2. Evacuate the building
 - i. Primary Site: The Quad (weather permitting)
 - ii. Secondary Site: HCSC Auditorium
 - iii. Tertiary Site: Chapel

Power Outages

In the event of a power outage certain decisions will be made based on the conditions of the power outage. The Facility Manager, in coordination with Full Time Staff, will

make the decision on what areas may stay open and what must close due to lack of natural lighting. In all power-outage situations, the pool must close due to the lack of circulation and disinfection. In the event that the power outage affects the safety of members, the following steps will be taken:

1. Activity areas without natural lighting will be closed and patrons will be asked to move to the gym area or atrium, whichever area has the most light
2. If there is more lighting outside, everyone will exit through the front doors
3. Before being allowed back into all activity areas, power and lighting should be restored

Patrons may leave at any time. Staff with flashlights will assist in the collection of any belongings.

Natural Disasters/Flooding

Tornados

1. An announcement will be made over the PA system that there is a Tornado Warning. All members will be asked to move to the 64 locker rooms on the lower level. Members have the option to leave the Rec Center or stay. If members choose to stay, they must follow protocol as communicated by the Facility Manager
2. The Facility Manager will post "Tornado Warning" signs on the front door and at Customer Service
3. Rec Services employees collect flashlights from their work station to have with them while in the locker rooms
4. All Rec Services employees will assist in leading everyone to the locker rooms, spreading people evenly per locker room
5. An emergency alert will be sent to give the all-clear. The Facility Manager will relay this message to the members present in the building
6. If there is not time for all members to move to the locker rooms, they can find shelter in secondary locations: storage in the gym, storage below the lower level stairs, laundry room, classrooms (excluding classroom 231) and the entry level restrooms
 - Places which are not safe to be: the Human Performance Laboratory, gym area, entry level lobby, aerobics room, racquetball courts, pool chemical room and the pool

*The front doors will remain unlocked in case someone from the outside needs shelter.

Flooding/Water Leaks

Please contact the manager on duty or other staff member.

Earthquakes

1. Get everyone into doorways or under tables. Stay away from glass and heavy equipment
2. After the tremors stop, get everyone outside through any doors
3. Gather all members and employees by the Eagle in front of the Rec Center

4. Do not enter the building until the all clear from Safety Services/Fire Department

Missing Child

In the case of a missing child, the Facility Manager will initiate a lock down and direct staff members in the protocol to locate a missing child in the building. In this situation, the goal is to locate the child and prevent the child from leaving the facility—voluntarily or against his or her will. All patrons will be asked to remain in the building until the situation is resolved.

Violence

For any type of violence (fights, theft, damage, assaults, suspicious persons/activity), please notify a Rec Center employee. The Facility Manager or Full-Time Staff will contact Safety Services and the Ashland Police, if necessary. We encourage all users of the facility to lock up belongings in lockers (locks available at Equipment Check-Out), but in the case of theft, we will document the incident and report to Safety Services. Members, patrons, and guests are responsible for their actions and may be asked to leave, have membership revoked, or will be referred to the Ashland Police due to violent/criminal activities.

Armed Intruder

In the case of an armed intruder, the biggest priority is to exit the building away from the intruder. If exiting the building and running away is not an option, hiding is the next best thing. If you are unable to run or hide, take any steps to protect yourself and attack the intruder if you are approached.

A. Out of sight of the intruder

1. If communication is available contact 911 and obey all commands. Muffle your voice so you do not alert the intruder
2. As quickly and quietly as possible get out of the building and take as many people as you can with you
3. If you are unable to leave the building due to the intruder coming into close vicinity to you lock and barricade yourself in (and the intruder out of) the room you are in at the time of the threatening activity and silence your cell phones. Gather available equipment to defend yourself if the intruder enters your space, use whatever means necessary to defend yourself (break glass to escape, throw objects [tables, chairs, computers, basketballs, shoes, golf clubs], etc.)
4. Do not sound the fire alarm at any time while the intruder is in the building
5. If the intruder can see inside your windows, stay away from them
6. Try to stay calm and be as quiet as possible
7. When the intruder has left the building, contact the police if you have not done so already

B. In sight of the intruder

1. If you can run to safety, do not run in a straight line. Keep any objects between you and the intruder. If undetected by the intruder, evacuate as quietly as possible so not to alert the intruder
2. If the intruder is causing serious injury or death to others, the FBI recommends: run, hide, fight; in that order. Use whatever means necessary to defend yourself if you cannot run or hide any longer (break glass to escape, throw objects [tables, chairs, computers, basketballs, shoes, golf clubs], etc.)
3. If caught by the intruder and unable to fight back, follow his/her directions and do not look the intruder in the eyes
4. When evacuating the building, or area, keep your hands up to signal that you are unarmed. In these situations, law enforcement is initially unsure who are victims and who are the intruder(s)

Bomb Threat

1. If you receive a threat by phone ask the caller:
 - i. Exact location of the bomb
 - ii. The time the bomb will go off
 - iii. What does it look like?
 - iv. Who placed the device?
 - v. Caller's name and address
 - a. Try to keep them on the phone as long as possible and note the following:
 - i. Date and time
 - ii. Origin of call (on campus, cell, off campus – get phone number)
 - iii. Background noises
 - iv. Callers voice
 - v. Does the caller sound familiar?
2. Once the call or message has been received, find any staff member, Facility Manager and/or full-time staff member on duty immediately and let them know of the threat
3. Evacuate through the main doors or any emergency doors. If weather permits, the outdoor meeting location is the Quad. The indoor meeting location is the HCSC Auditorium

General Injuries or Illness

For any injuries or illnesses, please notify a staff member. Care can be provided by any staff member, as all employees are trained in First Aid. In some situations, the care required may exceed the training and materials available by our department. In these situations, EMS may be called to provide care or transport the injured person to the hospital.

Medical Emergency

In the case of an emergency, please notify a staff member in person or via phones located throughout the facility of the incident. All Rec Services employees are trained in

our Emergency Action Plan and will respond. As much information as possible should be provided to our staff to relay to EMS, including the information below:

- i. How many persons injured, general age of injured person(s), gender, and other descriptors
- ii. The nature of the emergency (ie: patron experiencing chest pain)
- iii. The location within the facility that the incident has occurred (ie: MAC Court)
- iv. Action being taken by anyone prior to staff arriving. (ie: resuscitation with CPR/AED/O2)

Emergency Rescue Equipment

The following is a list of all the emergency response equipment available for use by employees in the event that an emergency occurs. This equipment is located poolside or in the lifeguard office as well as other areas in the rec:

- Automated External Defibrillator (AED)
- Oxygen: contains breathing devices & oxygen tank, located in the lifeguard
- First Aid Kit: includes various bandaging, splinting, and other first aid materials
- Backboard

AED Locations

- Across from the Recreational Services Office Suite
- Track (right side of elevator)
- Stretching Area
- Lifeguard Office
- Portable (IM, Sport Club use – located in office 217, in the Rec Service Office Suite)

First Aid Locations

- Racquetball Courts
- Golf Simulator
- Fitness Center
- Customer Service
- Climbing Wall

Concussions

There is a potential for individuals to sustain a concussion while participating in an activity at the Rec Center. If an individual sustains a head injury and he or she is showing obvious signs of a concussion, department policy is to summon EMS personnel.

If an individual sustains a suspected head injury while participating in an event during informal recreation at the Rec Center, and they refuse to be transported to the local hospital, we will recommend that they do not return to any activity at the Rec Center for the remainder of the day.

Refusal of Care

Occasionally, a situation may arise where the patron disagrees on whether EMS should be called. Circumstances such as head injury, diabetic reactions, seizures, or being under the influence of alcohol or drugs may affect a patron's judgment. In all such cases, EMS will still be called. A patron cannot refuse EMS to be called; he/she can only refuse treatment. Keep in mind it does not cost the individual any money to call EMS.

Participants Who Have Consumed Alcohol/Drugs

If there is a participant in the Rec Center, or at any Recreational Service events, who has (or is) consumed(ing) alcohol/drugs, the incident will be documented, substances will be confiscated, and the person(s) will be asked to leave/escorted out of the facility/removed by Safety Services or Ashland Police.

The Director of Recreational Services and/or Assistant Director will schedule a meeting with the accused individual(s) to talk about the situation as well as future facility/event restrictions.

Elevator Emergency

1. Do not use elevators during any natural disasters or fires
2. Elevators are equipped with call buttons that have a direct line to Safety Services. Safety Services will contact the elevator vendor
3. If the elevator is occupied, immediately notify the Rec Services staff and then Safety Services
4. Do not attempt to rescue persons from an elevator that is stuck or has become inoperable. The power must be shut off to the elevator before safely rescuing occupants
5. After notifying Rec Services staff and Safety Services, reassure the occupants you have called for assistance and they will arrive shortly. Never leave them alone until help arrives
6. Reassure the occupants that the elevator will not drop and there is plenty of ventilation to the shaft. Stay in contact with the occupants until help arrives
7. If the elevator is unoccupied, please notify Rec Center employees

Mock Emergency Drills

Rec Services staff will practice emergency response for all areas of the facility. All Rec Services employees will be a part of these drills. The more proficient the staff is at rescue and safety practices, the more likely the staff is to appropriately handle a true emergency situation. If at any time during a mock emergency a patron or non-employee approaches the mock victim, the mock victim will inform the patron or non-employee that this is a mock emergency for staff training.